CoPilot® live

User's Guide

ALK Technologies

www.alk.com

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Contents

CoPilot Overview 1
Safety Warning 1
Getting Started 2
Getting Started - Hardware. 2
Getting Started - Get Connected 2
Uninstalling a Previous Version 3
Installing CoPilot 3
Adding a Data Region 5
Region Selection 5
Changing the Voice Option At Any Time 5
Software Activation 6
Deactivation and Licence Update 6
Speech Volume 6
Data Download To Your Pocket PC 7
Step 1: Specify Where Data Is Stored 7
CoPilot QuickStart 7
Step 2: Choose a Data Selection Method 8
Step 3: Select Your Data 9
City Radius 9
Map Area 10
Trip 11
Step 4: Download the Data 12
POI Download Options 12
Trip Transfer 12
Importing Custom Places 13
Using Your Pocket PC for Guidance 15
Address Entry 15
Start Driving! 16
Entering a Home Address 17
Entering a Work Address 17
Favourites 17
Contact Integration 18
Finding Points of Interest 19
Postcode 20
Pick on Map 20
Intersection 20
Latitude/Longitude 21
Saved Trip 21
Nearby Places Search 21
Closing CoPilot 21
Driver Safety/Map/Itinerary Screens 22
Navigating Through CoPilot Screens 23
Customizing the Guidance Screens 23
Map Modes 23
Trip Editing and Waypoints 24
Getting ETA's and Distances 24
Picking Stops From the Map 24
Optimizing Stops 24
Detour Feature 25
Selective Routing 25
Settings Menu 26
Modes Menu 27
The GPS Menu 28
Track Playback 29
Save Current Location 29
Reference: Screens & Toolbars on Your Pocket PC 30
Trip Planning on Your Pocket PC 33
Saving and Loading Trip Itineraries 33
Trip Planning on Your Desktop 34
Reference: CoPilot on Your Desktop 38
CoPilot Live Communications 41
CoPilot Live Web Page 41
Live Mode Overview 41
Live Mode - Automatic Vehicle Location (AVL) 42
Live Mode - Send/Receive Messages 42
Live Mode - Send Trip Itinerary Updates 43
Driving with Live - Pocket PC Setup 43
Pocket PC Setup for Live Web Tracking 44
Driving with Live - Receive/Respond to Messages 45
Driving with Live - Receive Trip Itinerary Updates 45
About GPS Technology 46
Data Corrections 47
Trouble-shooting 47
Using Help Files 47
Software Registration 48
Technical Support 48
Return Policy 48
Licence Agreement 49

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CoPilot Overview

Your CoPilot Live| Pocket PC Includes:

- Install/Data Discs
- *Quick Start Guide*
- *GPS Receiver Guide*
- GPS Receiver (not in software-only packages)
- In-Vehicle Power Adapter (not in software-only packages)
- Vent Mount (not in software-only packages)

Desktop PC Requirements

- Microsoft Windows 98, 2000, ME, XP, Windows NT® (4.0 or higher) or Windows Mobile 2003
- 400 MHz processor or better
- 16X CD-ROM or better
- 128 MB of RAM and a hard drive with at least 225 MB of available disk space
- Microsoft ActiveSync version 3.1 or later

Pocket PC Requirements
With Map Data on Storage Card

- Pocket PC running Windows Mobile 5 or WinMobile 2003 (first or second edition)
- 5-7 MB of storage RAM
- 6-15 MB of program RAM (available for running programs)
- Storage Card recommended (minimum 32MB, 64MB recommended)

Third Party GPS Requirements

- Standard NMEA GPS receiver* including:
  - CF GPS receivers
  - iPAQ GPS Jacket
  - Cabled GPS receivers
  - Wireless Bluetooth GPS receivers

* For information on purchasing a GPS receiver from ALK Technologies, go to **www.alk.eu.com**.

A Safety Warning

Always keep your hands on the steering wheel and eyes on the road when driving!

Do not use this product in any way that interferes with safe and attentive operation of a vehicle. When used in a vehicle, do not place the GPS receiver, antenna, power supply, or your computer where it may strike the driver or passengers if the vehicle turns sharply or stops abruptly. This product is designed, manufactured, and intended as an aid to planning and navigating routes. The accuracy of the map data, driving directions, and GPS tracking system is insufficient for this product to be used for automated navigation or in any situation in which the failure of the product could lead directly to death, personal injury, or physical or environmental damage. The driver must remain alert at all times to actual road conditions and obey all posted signs and traffic regulations.

ALK Technologies assumes no responsibility for any damage or injury resulting from the use of this product.

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Getting Started - Hardware

(For complete instructions, see the *GPS Receiver Guide* that came with the product, or tap **Tutorial** in the *Welcome* screen on your Pocket PC.)

Both your desktop/laptop and your Pocket PC must be turned on. The cradle/cable for your mobile device must be connected to your desktop/laptop computer through either the *USB* or *Serial* port.

If you plan to transfer the map data to your mobile device's main memory, or to a Storage Card in the device, there are no more connections needed.

If you plan to transfer data to a Storage Card through a Storage Card Reader, you must also have the reader installed and connected to your desktop/laptop. You can also use a PCMCIA adapter for your Storage Card if you have a laptop.

In-vehicle Hardware Setup:

WARNING: Never leave GPS receiver in closed vehicle that exceeds 140° F.

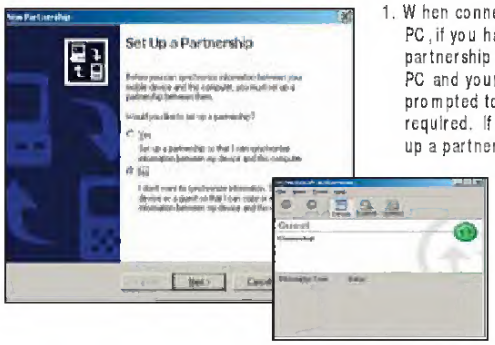
First turn on your Pocket PC, then make sure that the GPS receiver is attached and powered and your engine is running before using CoPilot.

If you have a vent mount and in-vehicle power adapter:

1. **After turning your engine on**, attach the cable to the Pocket PC and insert it into your vehicle's cigarette lighter socket. Make sure it is firmly seated (the red light should be on).
2. Attach the vent mount clips to the vent in your vehicle, in a position that will allow you to be comfortable as you view and operate CoPilot.
3. Slide the Pocket PC into the vent mount, and make sure it is turned on.

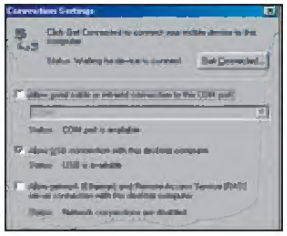
Getting Started - Get Connected

In order to successfully transfer data from your desktop to your Pocket PC, you must have *Microsoft ActiveSync 3.1* (or later) installed. This software is necessary to connect the two machines and is provided by your Pocket PC manufacturer. If you did not receive this software with your mobile device, contact the distributor immediately.



1. When connecting your Pocket PC, if you have not set up a partnership between your Pocket PC and your desktop, you will be prompted to do so. This is not required. If you choose not to set up a partnership select **Guest partnership**, and you will be logged in as a *Guest* and ready to transfer data between machines.

2. If you have set up a partnership in the past, or choose to do so at this point, be sure to allow your Pocket PC to synchronize with your desktop/laptop prior to launching CoPilot.



NOTE: If your desktop/laptop computer does not seem to be recognizing the connection with your Pocket PC, select **Connection Settings...** from the drop-down **File** menu, and make sure you're connected using the appropriate Port. Then click **Get Connected...** in the **File** menu and follow the on-screen instructions.

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Uninstalling a Previous Version

If you have been using an earlier version of Pocket CoPilot, you must uninstall the application and its data before installing CoPilot. If you're uninstalling CoPilot from a Pocket device and installing the same version on another device, you must deactivate the software on the first device before installing it again — see p. 6.

NOTE: When uninstalling CoPilot, your GPS receiver cannot be attached. Before uninstalling, you must disconnect the receiver and perform a soft restart. Then follow the steps outlined below:

(1) **On your Pocket PC:**

1. Tap the **Start** menu and select *Settings* > *System* > *Remove Programs*
2. Select the CoPilot application and tap **Remove**.
3. Select *Pocket Speech* and tap **Remove**.

4a. If you stored map data on a storage card:

i. Delete the CoPilot folder on the storage card. Tap **Start**, then *Programs* > *File Explorer* > *My Device* > *SD Card*, then tap and hold on the CoPilot folder and select **Delete** from the menu.

4b. If you stored map data on your device memory:

i. Delete the CoPilot folder on *My Device*. Tap **Start**, then *Programs* > *File Explorer* > *My Device*, then tap and hold on CoPilot and select **Delete** from the menu.

(2) **On your Desktop/Laptop computer:**

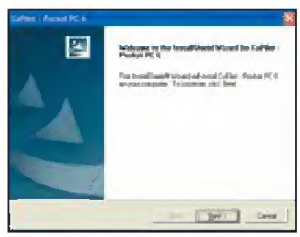
1. Select **Start** menu > *Settings* > *Control Panel*.
2. Double-click **Add/Remove Programs**.
3. Select the CoPilot application and click on the **Remove** button.
4. If asked to confirm the removal of CoPilot and all of its components, select **Yes**.
5. If asked to remove shared files during the uninstall process, select **No To All**.
6. Select **Start** > *Search* > *Files or Folders* and find the CoPilot folder.
7. Right-click the CoPilot folder and select **Delete**.

Installing CoPilot

NOTE: You must uninstall any previous version of CoPilot from your desktop/laptop and Pocket PC before proceeding (see above).

To install CoPilot, first turn on your computer and set up your Pocket PC. **Do NOT attach the GPS receiver yet, the application should not be installed with the GPS receiver attached.** Your Pocket PC should be connected via ActiveSync, as described on p. 2.

Follow the steps below to install:



1. Insert the CoPilot **Install Disc** in your CD-ROM drive. Have your **Product Key Code** ready (you can find it on your printed *Quick Start*). Click **Next** in the Welcome screen and follow the Installation Wizard's on-screen instructions.

2. Enter your Product Key Code when prompted, then click **Next**.

3. After accepting the Licence Agreement, make sure there are check marks next to **Pocket PC Installation** and **Desktop Installation** in the Installation menu screen. Click **Next**.

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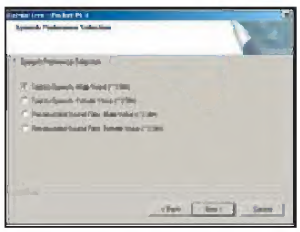
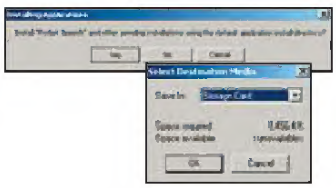


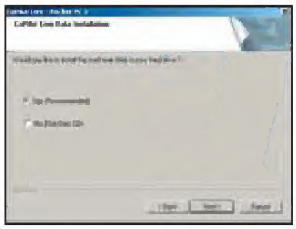
4. The Installation Wizard will then start installing to your Pocket PC, beginning with the text-to-speech software that delivers CoPilot's spoken driving instructions. You'll be prompted to choose a **voice option**. Text-to-speech provides more detailed voice instructions, including road names. Pre-recorded sound files are louder and crisper, but provide less detailed driving instructions. The pre-recorded option saves space on your Pocket PC. Click **Next** to continue.



5. Next, you will be prompted to choose an installation location on the Pocket PC. **RECOMMENDED:** To install to a storage card, click **No**, then choose **Storage card** from the drop-down pick list. (To install to your Pocket PC's main memory, click **Yes**.)

6. The installation to your Pocket PC will take a few minutes. Check your Pocket PC screen to determine when the installation is complete.

7. When CoPilot has been installed to your Pocket PC, you will be prompted to begin the desktop/laptop installation. Click **Next** and follow the on-screen instructions.



8. As the desktop installation proceeds, you will be given the choice to install the **CoPilot map data** to your hard drive. **This is the recommended option** and requires **700 MB** of available space. If you choose **None**, you will need to insert the CoPilot Data Disc each time you download data to your Pocket PC or use CoPilot for trip planning on your desktop.

9. When the installation is complete, a **CoPilot** icon will appear on your desktop or laptop. You are now ready to start using CoPilot! For software activation, see p. 6.

For NavMan GPS Jacket Users

If you are using this software with the NavMan GPS Jacket (the jacket will have the word NAVMAN molded into the back of it and has a conical antenna), you must also install drivers for the jacket separately.

For the NavMan drivers and installation instructions visit our Support Center on **http://www.alk.com** or follow this direct link to the FAQs:

http://www.alk.com/support/copilotlive_pocketpc5/faqs.asp

The NavMan FAQ is under the **GPS Receiver and Tracking** section.

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Adding a Data Region

If you have purchased an additional data region after your initial purchase of CoPilot, you will need to modify the original ("Base") installation and activate the new region.

IMPORTANT: You can only use your Expansion Product Key AFTER you have installed CoPilot with a Base Product Key. If you have not yet installed CoPilot, please do so first and then follow the instructions below. The Base Product Key can be found on the printed *Quick Start Guide* that comes with CoPilot.

ON YOUR DESKTOP/LAPTOP:

1. Insert your CoPilot **Install Disc** into your CD-ROM drive.
2. Select **Modify** and click **Next** when the InstallShield Wizard appears.
3. Enter your Expansion Product Key when prompted to enter a **Product Key**.
4. Follow the on-screen instructions.
5. The Activation Wizard will appear at the end of installation. Activation occurs just as it did when you originally installed CoPilot.

ON YOUR POCKET PC:

IMPORTANT: You must install CoPilot to your Pocket PC using your Base Product Key AND you must have data downloaded to your Pocket PC before using your Expansion Product Key.

1. Open CoPilot on your Pocket PC.
2. Tap **Menu > Options > Licensing** from the menu at the bottom of the screen.
3. Tap **Activate/Upgrade** and enter your Expansion Product Key (found in your order confirmation e-mail) when prompted to enter a **Product Key**.
4. Follow the on-screen instructions.
5. Activation occurs just as it did when you originally installed CoPilot.

If you have any questions, please visit our Support Center at **www.alk.eu.com** or send an e-mail to **support@alk.com**.

Region Selection

If you purchased an additional data region, when downloading map data to your Pocket PC you will need to make sure the proper region is active. To do this, on your desktop in Planning mode click the **Map** menu **> Region >** and check the desired region.

Changing the Voice Option at Any Time

CoPilot offers the following voice options:

- **Male Text-to-Speech**
- **Female Text-to-Speech**
- **Male Pre-Recorded Sound Files**
- **Female Pre-Recorded Sound Files**

To change the voice option:

1. Connect your Pocket PC to your PC via Activesync.
2. Insert the **Install Disc** into your CD-ROM drive.
3. Select **Modify** from the InstallShield menu and click **Next**.
4. Enter your **Product Key** (see the front of the printed *Quick Start* that came with the product) and click **Next**.
5. Make sure that ONLY **PocketPC-Installation** is checked and click **Next**.
6. Select your voice option and click **Next**.
7. Click **Yes** to reinstall Pocket Speech.
8. Click **No** to reinstall CoPilot.
9. Click **Yes** to install in the default directory if that's where you originally installed. If you installed CoPilot elsewhere, click **No** and choose the appropriate location.
10. Tap **Ok** on your Pocket PC to reinstall.
11. Tap **Yes to All** if prompted.
12. Click **Ok** on your desktop, then click Finish to complete the process.

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Software Activation

NOTE: CoPilot won't open on your Pocket PC unless map data has previously been downloaded from CoPilot on the desktop.

To launch CoPilot, first turn on your Pocket PC, attach the GPS receiver, and insert your QuickStart card (if provided). Tap **Start** on your Pocket PC and choose **CoPilot** from the drop-down menu.

If You Are Using a CoPilot GPS or Quick Start Card:

You will be prompted to enter your **Product Key Code** on your Pocket PC. Enter your Product Key Code and then configure your GPS receiver (you can tap **Tutorial** in the *Welcome* screen for a Wizard to guide you).

You must activate your CoPilot software in order to use it. The first time you open CoPilot on your Pocket PC, the *Activate* screen will appear and you will be asked to activate the software.

For **Automatic Activation**, follow the on-screen instructions:

1. Synchronize your Pocket PC with your desktop/laptop computer via ActiveSync.
2. Connect your desktop/laptop to the Internet.
3. Tap **Next** when ready and enter your e-mail address when prompted. CoPilot will be activated within a few seconds. Tap **Next** to begin using CoPilot.
4. Select your desired map region and then configure your GPS receiver (you can tap **Tutorial** in the *Welcome* screen for a Wizard to guide you).

If you are unable to synchronize your Pocket PC with your desktop/laptop but have internet access, you can **Activate Manually** as follows:

1. On your Pocket PC, check **Activate Manually** and tap **Next**.
2. Enter your **Product Key Code** (see *Quick Start* front cover) where indicated and tap **Next**. Your **Licence Number** will be displayed.
3. On your desktop/laptop, connect to the Internet and browse to **http://activate.alk.com**. Type in your Product Key Code, Licence Number, and E-mail Address where indicated and click **Submit**. Your Activation Code will immediately be e-mailed to you.
4. On your Pocket PC, type in your Activation Code where indicated and tap **Activate**. CoPilot will launch upon activation.
5. Select your desired map region and then configure your GPS receiver (you can tap **Tutorial** in the *Welcome* screen for a Wizard to guide you).

Deactivation and Licence Update

The CoPilot desktop software contains street-level maps for all of Europe, and CoPilot is offered with different licences that allow you to use some or all of these maps on your Pocket PC. Licences are available for the following:

(1) **Single region** - Detailed street-level maps for any of the following regions: Alps Ski Region, Benelux (Belgium, the Netherlands, and Luxembourg), France, Germany, Italy, Pyrenees, Scandinavia, and the United Kingdom.

(2) **Pan-Europe** - Complete street-level maps for all of Europe.

After purchasing the licence, go to **Menu > Options > Licensing**, select **Update Licence/ Activate**, and input your new activation code. The CoPilot desktop software already contains complete European maps, which can now be downloaded to your Pocket PC for in-vehicle use. If you purchased CoPilot with a single region licence and later want to use street maps from other regions, you will need to purchase an update licence from your dealer.

Speech Volume

To hear CoPilot's voice prompts, the volume on your Pocket PC must be turned all the way up. In the Pocket PC **Start** menu, go to **Settings** and tap on **Sounds and Notifications**. Under **System Volume**, move the slide bar all the way to the right. Or use your Pocket PC's keypad when CoPilot is open: tap up until you reach the maximum volume.

If you installed the TTS (text to speech) voice option, you may also want to make sure the "**Amplify Speech Volume**" option is on — tap **Menu > Options > Settings** and tap the **Guidance** tab. This option should be checked.

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Data Download to Your Pocket PC

To use CoPilot on your Pocket PC, you first need to download map data from your desktop or laptop computer to your Pocket device. You select the data to download from one or more regions ("data areas") that you specify in the CoPilot application on your desktop. It's a simple 4-step process.

Step 1: *Specify Where Data Will Be Stored*

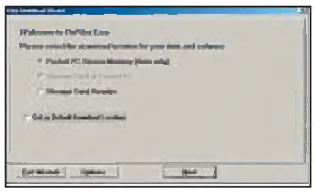
To begin the data download process, open the CoPilot application on your desktop/laptop, then click the Data Download Wizard icon or pick **Data Download Wizard** from the **File** menu.

CoPilot gives you three options for downloading data:

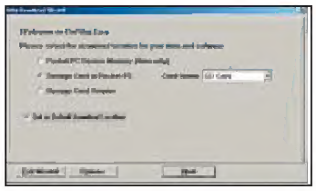
1) directly to the Pocket device's memory,
2) to a Storage Card in the device, or
3) to a Storage Card through a Storage Card Reader.

You will be prompted to enter one of these choices before you can download. CoPilot will detect which options are available to you.

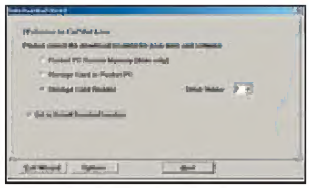
NOTE: If there is data stored on the device's memory and also on a Storage Card in the device, CoPilot will use the map data on the Storage Card by detault. To have it use the device's memory, you must remove the Storage Card.



1. **To download to Pocket PC Device Memory:** (In this example, CoPilot has detected that there is no Storage Card in the device.) Click **Next** to go to the *Data Selection* window. See *CoPilot QuickStart*, this page, for a description of software included in downloads. See p. 12 for **Options**.



2. **To download to a Storage Card in the device:** (In this example, CoPilot has detected that all options are available.) Select a storage card name from the drop-down pick list, then click **Next** to go to the *Data Selection* window. See *CoPilot QuickStart* to the right for a description of software included in downloads. See p. 12 for **Options**.



3. **To download to a Storage Card through a Card Reader:** (In this example, again all options are available.) Pick the drive letter associated with your Storage Card Reader, then click **Next** to go to the *Data Selection* window. See *CoPilot QuickStart* below for a description of software included in downloads. See p. 12 for **Options**.

NOTE: You can also download to a Storage Card through a PCMCIA adapter. Simply identify the drive letter associated with the adapter under the Storage Card Reader option.

CoPilot QuickStart
Storage Card Application Download

If you are downloading map data to a Storage Card or Storage Card Reader, you have the option to download a complete, ready-to-use "QuickStart" version of CoPilot along with the data. Having the QuickStart version on your Storage Card ensures that CoPilot will be available even if you experience technical problems with your Pocket PC and need to perform a hard reset. (During a hard reset, all installed applications are deleted from the Pocket PC.) **Inserting a storage card with the QuickStart version on it will automatically install CoPilot, and your map data will already be there!**

The QuickStart option can be turned on or off in the final step of the download process (see p. 12). **By default this option is active and the QuickStart download will be executed each time you download map data.**

The QuickStart needs **10 MB** of space on your Storage Card. Once the QuickStart has been copied, you can save time the next time you download data by unchecking the **Create QuickStart** option in the final Data Download Wizard screen before proceeding to download. You will also want to uncheck this option if you do not have enough room on your Storage Card for it.

If the QuickStart is copied onto your Storage Card and you need to remove it, simply delete the folder that contains it. The folder will be named "2577".

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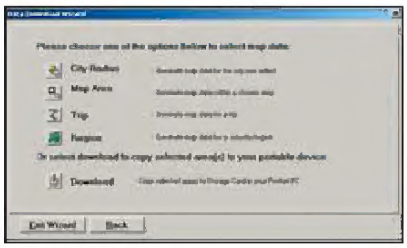
Data Download

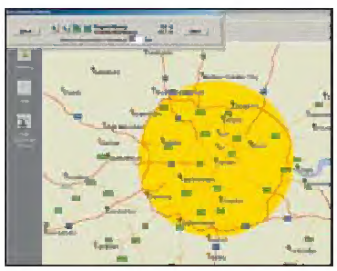
Step 2: *Choose a Data Selection Method*



After you specify a location where the data will be stored, you will be prompted to select a region on the map to download. CoPilot allows you to download data using one of the three methods described below.

See *Data Download* Step 3 beginning on p. 9 for step-by-step instructions for downloading data to your Pocket PC using each of these three methods.

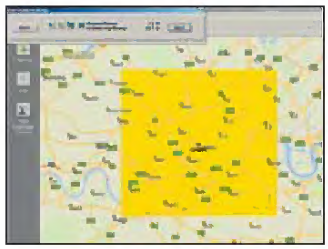
City Radius - This method allows you to quickly select data in the shape of a circle surrounding any city on the map. In the Data Download Wizard you type a city name and country abbreviation or postal code and enter the number of kilometers you would like the radius to extend around the city, then click **Next**.



City Radius

The Wizard displays a map that shows the city and the radius you chose. At this point you can zoom the map in and out using zoom buttons and adjust the size of the data area by altering the radius of the circle.

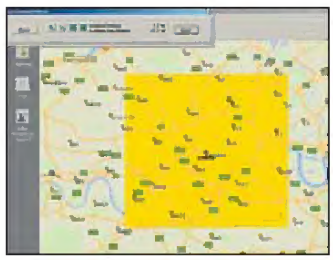
Map Area - This method of selecting data allows you to choose an area of data by drawing a box on the Data Download Wizard's map screen. In the Wizard, you enter a city name near which you would like to select data, then click **Next**. The map will zoom to that location. Then you create a box around the desired area by clicking and dragging your mouse across the map. The street-level data within that box will be selected.



Map Area

You can zoom the map in and out using the zoom buttons and adjust the size of the data area by redrawing the box.

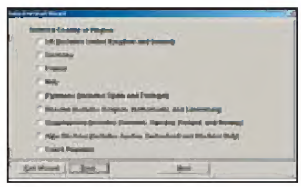
Trip - The Trip method of selecting data is by far the most customizable method. This option allows you to run a trip and select street-level data specific to that trip, thereby avoiding unneeded data and saving valuable memory space. Once the trip is run, the Data Download Wizard automatically selects circles of data around your origin and destination, and a corridor of data along your route. You can then click **Options** to adjust the radius of the circles and the width of the corridor.



Trip

The Trip Itinerary for each trip you download will be stored on your Pocket PC (see *Trip Transfer*, p. 12). Multiple trips can be downloaded to the Pocket PC for later use.

Region - This method lets you download map data for a whole country or region. The region you select must be included in the region that was installed on your Pocket PC, otherwise a warning will appear and you won't be able to download data. Region downloads generally take the longest amount of time, depending on the size of the selected region.



Region

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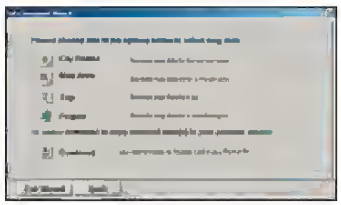
Data Download

Step 3: *Select Your Data*

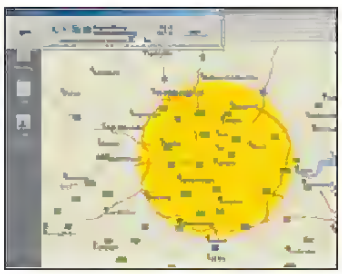
Use any of the three methods covered on the following pages (**City Radius**, **Map Area**, or **Trip**) to select one or more regions and then download your data.

City Radius



1. Click the **City Radius** icon.

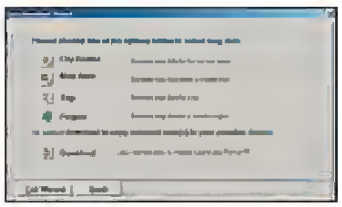
2. Enter a **City, Country or Postal Code,** and a **radius** around the area that you would like to download. Click **Next** to verify that the area is correct.



3. Using the Data Download Wizard toolbar you can zoom in or out, change the radius, or go back to the previous screen. When you are satisfied with your selection, click **Next**.

   Note: CoPilot's available memory calculations subtract 15 MB from the available memory on your storage card (if you are using one) to account for support files.

4. Name the selection, then click **Next**.



5. You will return to the *Data Selection* menu where you can select another data area if you like, using any method. When you finish selecting data areas, click the **Download** icon and you will be taken to the final screen where you can build your download.

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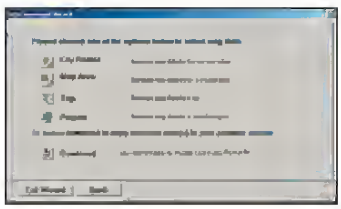
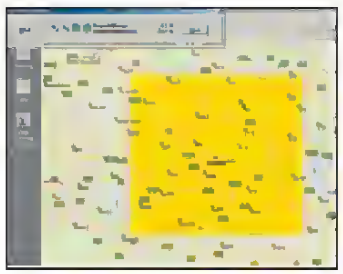
Map Area



1. Click the **Map Area** icon

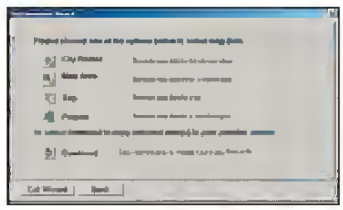
2. Enter a **City, Country or Postal Code** (address optional) within the area that you would like to download. Click **Next**



3. **Click and hold the left mouse button** and **drag the cursor** to draw a box around a desired area. The size of the area will be displayed in the toolbar. Click **Next**

   Note: CoPilot's available memory calculations subtract 15 MB from the available memory on your storage card (if you are using one) to account for support files

4. Name the selection, then click **Next**



5. You will return to the *Data Selection* menu where you can select another data area if you like, using any method. When you are finished selecting data areas, click the **Download** icon to go to the final screen where you can build your download

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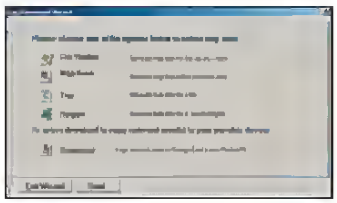
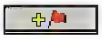
Trip

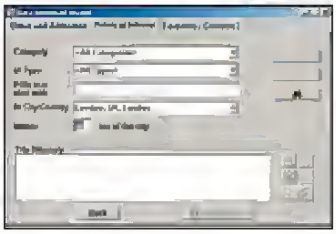


1 Click the **Trip** icon

2 You now have three options for entering stops on your trip. If you choose the *Cities and Addresses* tab you will need to enter a **City, Country or Postal Code**, press <Enter>, and click the **Add Stop** button

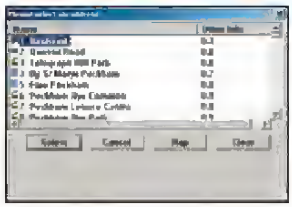


You may enter one or multiple destinations. Use the buttons to the right of the *Itinerary* to zoom to a stop on the map, change the order of stops, or delete a stop

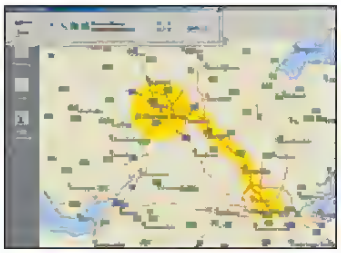


3 If you choose the *Points of Interest* tab, enter a **City, Country** or a postal code and click the **Find** button

You can specify search parameters by selecting a POI **Category** and/or **Type** (this will speed up the search)

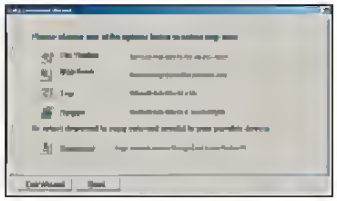


3a Highlight a selection, click **Select**, then **Add Stop**. When all your stops have been entered, click **Select Data**.



4 By default a 20 mile radius around all stops and a width of 4 miles along the corridor which connects them will be highlighted. **Note:** CoPilot's available memory calculations subtract 15 MB from the available memory on your storage card (if you are using one) to account for support files

5 To customize these distances for any trip, click **Options** and type a distance in the appropriate box.



6 You will return to the *Data Selection* menu where you can select another data area if you like, using any method. When you are finished selecting data areas, click **Download**. Trip itineraries that were created using the *Trip* download method will be transferred along with map data (see p 12 for details)

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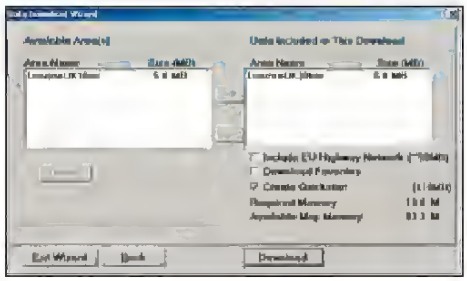
Data Download

Step 4: *Download the Data*

When you're ready to execute a download, the Wizard will display a list of **Available Area(s)** for download on the left side of the window. To designate an area to include in the download, click on it and then click on the right arrow button to move it to the **Data Included in This Download** list.

Notice that the amount of available map memory and the memory required for all the areas on the Included list is shown under the list. **NOTE:** CoPilot's available memory calculations subtract 15 MB from the available memory on your storage card (if you are using one) to account for support files.

If you need to move an area off the Included list, click on it and use the left arrow button. To delete an area from memory, click on it and click **Delete**.



IMPORTANT: Each data download overwrites the data that is already on your Pocket PC. If any data areas are already loaded on your Pocket PC, they will be overwritten by the new download. Therefore, your download must include all areas that you wish to have available on your Pocket PC.

Check **Include EU Highway Network** to download CoPilot's complete European Highway Network along with your data. This additional download requires approximately 36 MB of space on your Pocket PC. When this network is loaded, major roads, cities, and some points of interest outside your selected data region will be shown on the map and you'll be able to receive guidance as you drive anywhere in the United States.

Check **Download Favourites** to download your Favourites list from the Trip Planner window on your desktop along with map data. These addresses will then be available as Favourites for trip entry on the Pocket PC.

RECOMMENDED OPTION: It is recommended that you leave **Create QuickStart** checked (see p. 7 for a description of this feature). However, you may uncheck it if you don't want the QuickStart copied with your download.

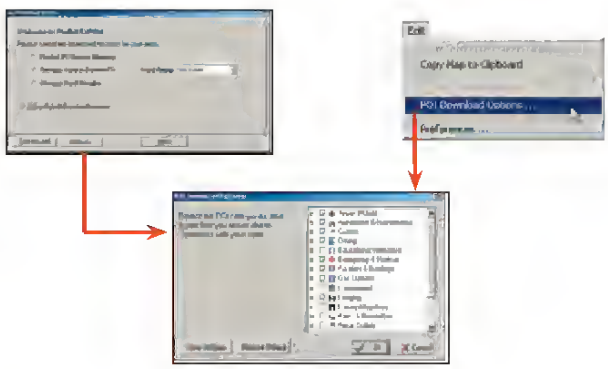
POI Download Options

When you download a data region, you'll get all roads within that region (but not roads outside the region). Also included with each download are regional points of interest (POI) such as gas stations, hotels, restaurants, visitor attractions, etc.

CoPilot now lets you control the number and types of points of interest that get downloaded along with your data areas. You can save space on your Pocket PC by eliminating categories of POI that you're not interested in seeing.

To select which POI categories you want, choose **POI Download Options** from the **Edit menu** in the desktop application or, when you first open the Data Download Wizard, click the **Options** button in the Wizard. In the window that opens, check the categories you wish to select. Click the plus sign next to each category to see the included sub-categories.

Click **Save Settings** to save the set of categories you create. Click **Restore Default** to return to CoPilot's default categories.



Trip Transfer

CoPilot now transfers whole trips to your Pocket PC when you use the **Trip** option for data downloading. Any trip you create for download, including its itinerary, is transferred along with the surrounding data corridor and will become the current trip on your Pocket PC.

The **Trip** download option creates a .TRP file that is placed in the *Save* directory in the CoPilot installation folder on your Pocket PC. Subsequent downloads will add more .TRP files to this folder. The number of trips that may be stored is limited only by the available memory on your Pocket PC. If multiple trips are downloaded, the last one to be added will open as the current trip. Use the **Saved Trip** stop entry option on your Pocket PC to open stored .TRP files.

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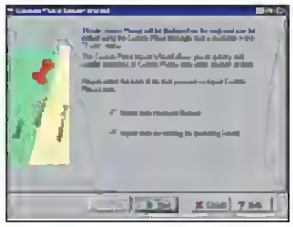
Importing Custom Places

CoPilot's Custom Place Import Wizard enables you to import addresses from your Outlook Contacts database, an Excel file or text file. (If you are using another type of database or contact manager, you can export your contacts/locations to an Excel or text file before importing them into CoPilot.) These points are then added to CoPilot's POI database in a category and type of your choice (the default category is "Custom"). Once they are in the database, they are displayed on maps as pushpins and included in search results when you search for points of interest on your Pocket PC or in the Trip Planner window on your desktop/laptop.

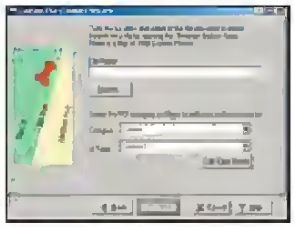
NOTE: CoPilot now allows importing of multiple POIs with the same name (e.g. an entire database of "Starbucks").

To access the Wizard, choose **Import Custom Places** from the **Tools** menu in Planning Mode on the desktop, then follow the step-by-step instructions given by the Wizard.

Steps for Importing:



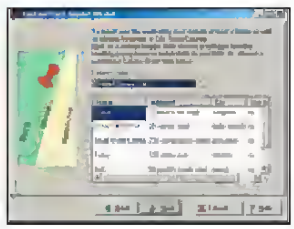
1. In Planning Mode on your desktop/laptop, choose **Import Custom Places** from the **Tools** menu to open the Import Custom Places Wizard.



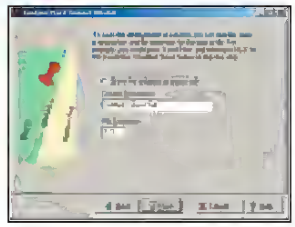
2. Choose **Import from Microsoft Outlook** or **Import from an existing file** (this can be a .txt text file or an Excel file). Click **Next**.

3. In the next Wizard screen, type the path to the file you want to import or **Browse** for it, and use the **Category** pick list to indicate a POI category for your imported places (by default they are assigned to "Custom"). You can also choose a **Type** from the pick list. To edit the type name, highlight it on the pick list and click **Edit Type Name** below. Click **Next** when ready.

4. In the next screen you'll see the data from your file sorted into columns. If the columns you see in the screen have not sorted the address data correctly, you need to indicate which delimiter CoPilot should recognize when it separates the fields in your file into columns. Each field — e.g. name, street address, city, state, etc. — needs to be separated by a delimiter such as a tab, semicolon, or comma. If your file uses a delimiter other than a comma, tab, or semicolon, click **Other** and type the delimiter in the box to the right. If the first row of your file consists of column headings, you should check **Column headings in first row**. Click **Next** when ready.



5. Now, following the instructions on the screen, click each column heading and match the column headings with your data. To be accepted by CoPilot, each imported place must have at least four fields: **Name**, **Address1**, **City**, and **State**. Click **Next** when ready.



6. In the next screen, following the instructions, you can assign a name to the set of columns you just defined to save you time the next time you import addresses.

   To skip this step, uncheck **Save the columns as a new set**. Click **Finish**.

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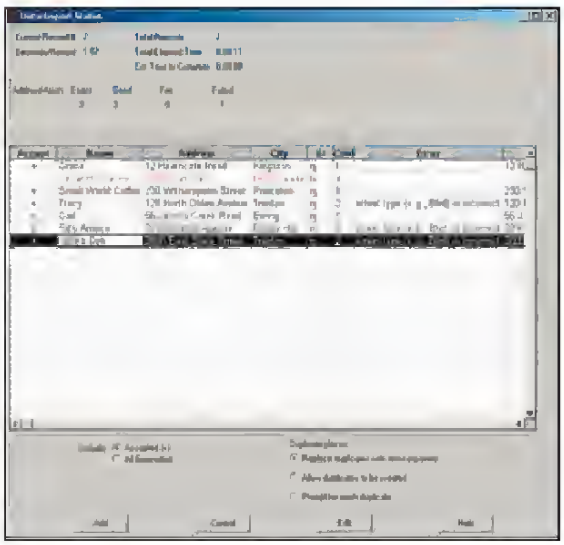


7. When processing is finished, the Data Import Status window shows you how many places in your file were matched with addresses in the CoPilot database. A plus sign in the **Accept** column indicates a match. Places that failed to match appear in red and do not have a plus sign.

8. To edit a failed or incomplete match, highlight it and click **Edit** (see *Editing Custom Places*, next page). POI addresses can also be edited after they are added to the database using the Custom Place Manager.

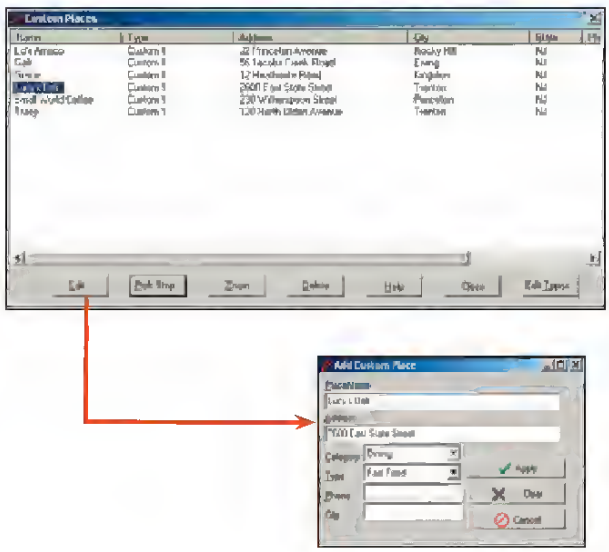
9. When you are satisfied with the list of addresses, click **Add** to add these places to the CoPilot database.

   Options below the list let you 1) choose whether to add all addresses on the list to the database, or just those that were accepted, and 2) determine how CoPilot will handle any address that duplicates one already in the database.

Editing Custom Places in the Database

After custom places have been added to the database, they can be edited at any time. Select **Manage Custom Places** from the **Tools** menu, then highlight the custom place you wish to edit, click **Edit**, and make your changes. Click **Apply** when finished.

NOTE: By default, addresses entered as Custom Places are assigned to the Custom POI category. You can change this assignment at any time by selecting another **Category** from the drop-down pick list as you edit.



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Using Your Pocket PC for Guidance

In CoPilot's Guidance Mode you will receive turn-by-turn route guidance information as you travel. For your safety the Driver Safety Screen will hide maps when your speed exceeds 16 k p h to avoid distractions.

REMINDER: CoPilot won't open on your Pocket PC unless map data has been previously downloaded from the CoPilot desktop application.

For IN-VEHICLE HARDWARE SETUP: *See Getting Started - Hardware, p. 2.*

1. To launch CoPilot, tap **Start**, choose **Programs** from the drop-down menu, then tap the **CoPilot** application.

2. **The first time you use CoPilot**, you will be asked to enter a nearby city. The program may take a few minutes to acquire a GPS signal and determine your position. If a signal has not been obtained after several minutes, refer to *Trouble-shooting, p. 47.*

3. The *Welcome* screen gives you several choices:

- **GoingTo** to enter a destination and receive guidance
- **Tutorial** for first-time users
- **Help** topics about basics such as trip entry, hardware setup, and route options
- **Options** to change CoPilot routing, guidance, and map options
- **Live Setup** for live communications
- **GPS** to set up your GPS receiver

4. Tap **GoingTo**. The *GoingTo* screen will list your stops. From here you can add a stop, start a new trip (deleting the old one), or tap **Start Driving** to begin receiving guidance to your destination(s).

5. Tap **New Trip** to enter one or more destinations in the *Select Stop* screen and begin driving. (Tap **More...** to see additional ways to enter a destination.)

6. The *Select Stop* screen provides you with several different ways to enter a destination (described on the following pages).

- Enter a new **Address**
- Program or enter your **Home** address
- Program or enter your **Work** address
- Select from your **Favourite** list
- Enter a **Contact** from Outlook Express
- Search for a **Point of Interest (POI)**
- Enter a **Postcode** only
- Pick a stop off the map (**Pick on Map**)
- Enter an **Intersection**
- Enter a **Latitude/Longitude** point
- Enter a previously **Saved Trip**

Address Entry

NOTE: There is no need to enter a starting point. CoPilot uses GPS positioning to determine your location automatically.

Address entry is a step-by-step process in which you enter the country or postal code, city, and house number/street name in separate screens. As you type each entry, matches in the database appear on a pick list below. Tapping an item on the list enters it, then you tap **Next** to confirm and move to the next screen.

In the *Select Stop* screen, tap the **Address** button.

1. Using the keyboard, enter a postal code and tap **Next**, or type the name of a country — as you type, the scroll list will move to that country. Tap it on the list, then tap **Next**.
NOTE: United Kingdom postal codes are entered in the City screen (Step 2). The country entry screen won't appear if map data for only one country is downloaded.

2. *(If you entered a postal code, skip to step 3.)* Start typing a **City** name. When a match appears on the list below, tap it and then tap **Next** to continue.

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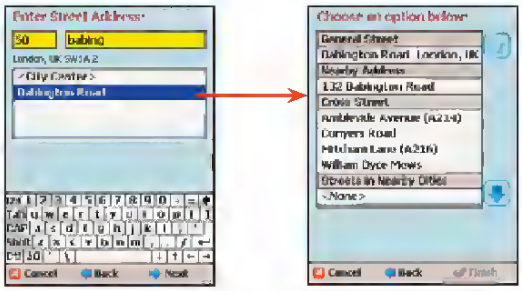
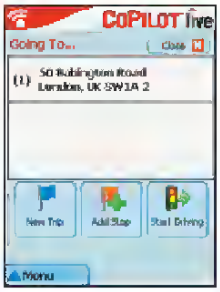


3. Enter a house number if you like (it's optional), then start typing a **Street name**. When a match appears on the list below, tap it, then tap **Next**.

4. If an exact database match is not found, you'll be shown the available address options. CoPilot will give you at least one of these options: the **General Street** you entered, a **Nearby Address**, a **Cross Street** on the street you entered, or one of several **Streets in Nearby Cities**. Tap your choice, then tap **Next**.



5. After entering a destination, you will be taken back to the *Going To* screen. The destination you just entered will be listed as the first stop on your trip.

At this point you can tap **Add Stop** to enter additional stops, **New Trip** to delete all stops on this trip and begin a new one, or **Start Driving** to begin receiving guidance to the destination(s) you entered.

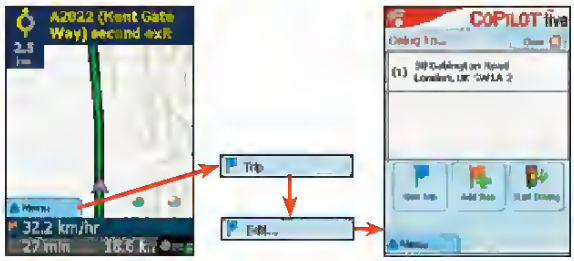
6. To begin your trip, simply tap the **Start Driving** button and start driving! Once your position has been determined (this can take a few seconds), CoPilot will speak directions out loud to you, and your position and next turn information will be displayed on the screen as you drive.

Start Driving!

After entering one or more destinations, start driving and enjoy CoPilot's spoken instructions, continuously updated maps and ETAs, and automatic route recalculation capabilities.

A text-only Driver Safety Screen will replace the Map Screen when your speed exceeds **16 km.p.h.**

To return to the GoingTo screen to edit your trip at any time, tap **Menu > Trip > Edit**.



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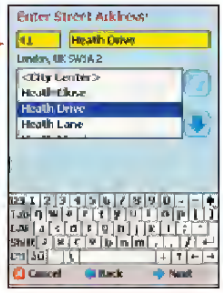
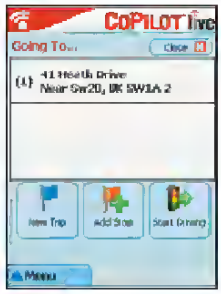
Entering a Home Address

In the *Select Stop* screen, tap the **Home** button. The first time you use this button, you will be prompted to enter your home address.



Enter your home address the same way you enter a new address (described on p. 15).



The next time you tap **Home**, your home will be entered as a destination. To change your home address, tap **Menu > Options > Settings** then tap **Favourites** (see p. 26).

Entering a Work Address

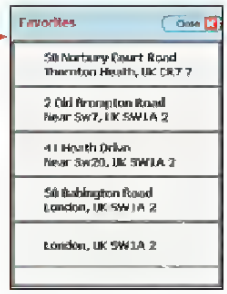
In the *Select Stop* screen, tap the **Work** button. The first time you use this button, you will be prompted to enter your work address.

Enter your work address the same way you enter a new address (described on p. 15).

The next time you tap **Work** your work address will be entered as a destination. To change your work address, tap **Menu > Options > Settings** then tap **Favourites** (see p. 26).

Favourites

In the *Select Stop* screen, tap the **Favourite** button. A scrollable list will appear, providing quick access to the last 50 destinations that were entered.



Tap a Favourite on the list to enter it as a destination. To change which Favourite is assigned to the **Home** or **Work** buttons, tap **Menu > Options > Settings** and tap **Favourites** (see *Settings Menu*, p. 26).

NOTE: When your Favourites list is filled (50), each new address will replace the address that has been inactive for the longest period of time.

To Save Your Current Location As a Favourite:

You must be receiving GPS data to save your current location as a favourite. Tap **Menu > Trip > Save Location**.

A prompt will ask you to assign a location name to your current location. After you enter a name, your current location will be saved in the Favourites list.

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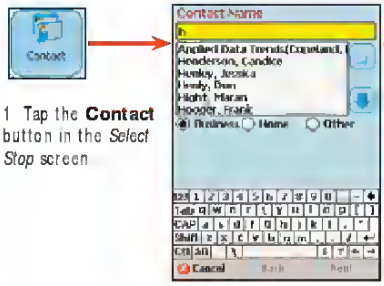
Contact Integration

CoPilot allows you to link directly to Pocket Outlook to retrieve address information. With just a few of quick taps of the stylus, you can enter a contact's home and/or work address as your destination.

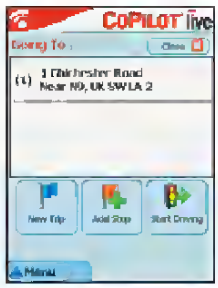


1. Tap the **Contact** button in the *Select Stop* screen.

2. Type the first letters of your Contact's first or last name.

3. Select a name from the Contact lists, and with your selection highlighted choose an address type (**Business**, **Home**, or **Other**). The address you select will be displayed below. Tap **Next** when ready.

4. If necessary, CoPilot will prompt you to correct any part of the address in your Contact database that does not result in a perfect match — you might be prompted to edit the city, country, street, or house number so CoPilot can find it.



5. The Contact address will be added to your trip itinerary as a stop.

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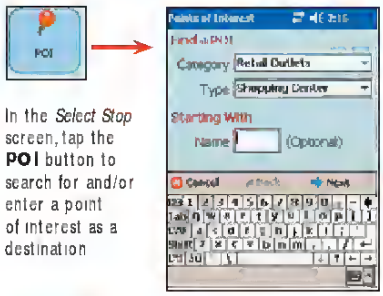
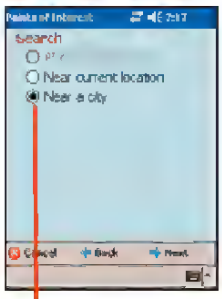
Finding Points of Interest



In the *Select Stop* screen, tap the **POI** button to search for and/or enter a point of interest as a destination

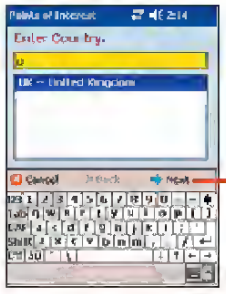
1. In the first POI screen you have the option to choose a **Category** and **Type** of POI from the drop-down pick lists. To narrow your search and cut down on the time it takes, you can also type the first few letters of a place you have in mind. Tap **Next** to continue.

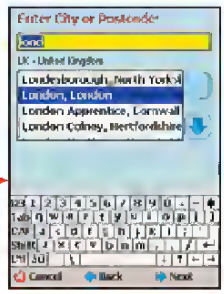


2. In the next screen, you can tell CoPilot to search **Near current location** or **Along current route** if a GPS signal is present.

Or choose **Near a city**, then enter a country and city or postal code in the next two screens.

3. Tap **Next** to execute the search.



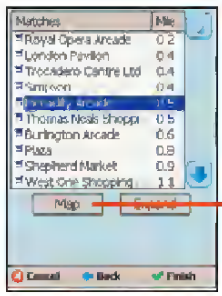


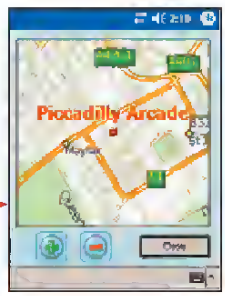
4. When the search process is complete a scrollable list of matches will appear. In this screen you have several choices, you can:

- Highlight a POI and tap **Map** to preview it on the map (see below)
- Tap **Expand** to expand the area of the search (this can be done twice)
- Highlight a POI and tap **Finish** to enter it as a destination.

Map Preview of a POI:

To preview a POI on the map before you decide to enter it as a destination, highlight it on the match list and tap **Map**. In the map screen, a sliding bar lets you zoom the view in and out. Click **Close** to return to the match list. In the *Matches* screen, tap **Finish** to enter the highlighted POI as a destination and return to the *Going To* screen, or **Expand** to run another search within a larger area.





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Postcode

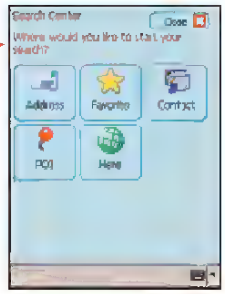
In the *Select Stop* screen, tap the **Postcode** button.

Enter an address the same way you enter a new address, but starting with a postal code

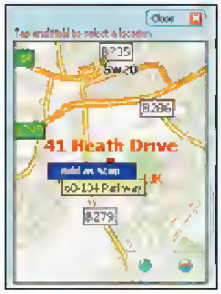
The address will be added to your stop list.

Pick on Map

To pick a stop off the map, first tap the **Pick on Map** button in the *Select Stop* screen.



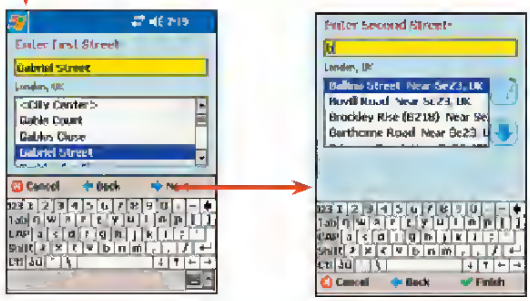
Zoom the map to a starting area by entering an **Address**, **Favourite**, **Contact**, **POI**, or select **Here** if you have a GPS signal.



Move the map around, zoom in/out until you find the desired place. Tap and hold to **Add as Stop**

Intersection

To enter the intersection of two roads, tap the **Intersection** button in the *Select Stop* screen. Intersections are entered just like addresses (see p.15-16), except that instead of a house number you enter a "First Street" and "Second Street"



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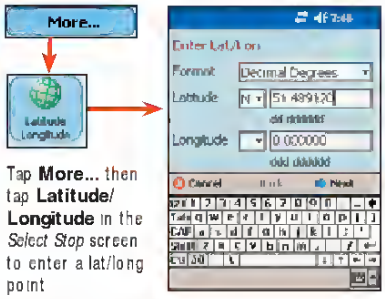
Latitude/Longitude



Tap **More...** then tap **Latitude/Longitude** in the *Select Stop* screen to enter a lat/long point

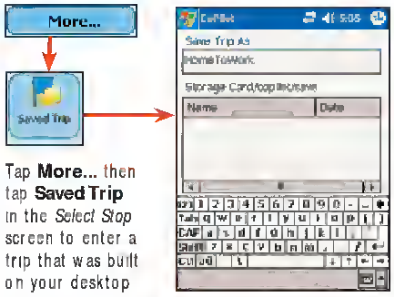
1. Choose a format from the first drop-down pick list. Lat/longs can be entered in **Decimal Degrees**, **Decimal Minutes**, or degrees/minutes/seconds (**DMS**)

2. Enter a latitude and longitude in the appropriate format, using the drop-down pick lists for **N** or **S**, and **E** or **W**.

3. Tap **Next** to add the lat/long you entered as a stop on your trip itinerary.

4. Once the lat/long has been matched, you have the option of assigning a name to the point

Saved Trip



Tap **More...** then tap **Saved Trip** in the *Select Stop* screen to enter a trip that was built on your desktop and transferred to your Pocket PC (See *Trip Transfer*, p. 12 for more about saved trips.)

1. Highlight a trip (.trp file) in the list of saved trips, then tap **Next**.

All destinations included in the trip will be entered, preserving the stop order of the original saved trip. The trip itinerary will also be included.

Nearby Places Search

Tap **Menu > Trip > Nearby Places** to do a quick Points of Interest search centered around your current location (requires a GPS fix)

Closing CoPilot

To exit the CoPilot application on your Pocket PC, select **Menu > Quit**

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Driver Safety/Map/Itinerary Screens

NOTE: It is not safe to attempt to alter settings on your Pocket PC while you are driving. Either have a passenger make changes, or pull over to a safe area.

Tap **Menu > View** to select how you want the guidance screen to display.

Driver Safety Screen

Tap **Menu > View > Driver Safety**. The Driver Safety Screen displays a text-only screen when your speed exceeds 16 km p.h. and is the recommended view for safe driving. When you're within about 1 kilometer of a turn or driving less than 16 km p.h., CoPilot automatically switches to the Map Screen display.

Map Screen

Tap **Menu > View** and select one of four map options (**Where Am I**, **Next Turn**, **Destination** or **3D**).

The Map Screen displays when you are traveling at less than 16 km p.h. and about 1 kilometer before each turn. It combines a large map display and concise text instructions.

At the top of the screen, your current road is shown with next turn directions (a directional arrow and distance to the next turn). Use the **Zoom In** and **Zoom Out** buttons in the lower right corner of the screen to change your view of the map.

At the bottom of the Map Screen are the estimated time of arrival (ETA) at your next destination and distance to that destination, and one customizable data line (see p. 23).

The choices in the View menu include three frame options for the map screen and a "3D" option. See p. 23 for descriptions.

Itinerary Screen

To see your trip itinerary, tap **Menu > View > Itinerary**.

The Trip Itinerary is a scrollable set of driving directions for the current trip. Roads on your route can be avoided using this screen (see p. 25) and stops can be reordered (use the arrow buttons on the toolbar to move them up or down).

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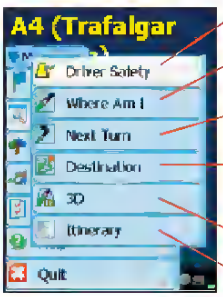
Navigating Through CoPilot Screens

To switch views, tap **Menu > View** and choose a view from the drop-down menu.



Driver Safety Screen - Text only, switches to the map below 16 k.p.h.

Where Am I - Map screen, frames a close-up view of your current position.

Next Turn - Map screen, frames your current position to the next turn.

Destination - Map screen, frames the view from your current position to your final destination.

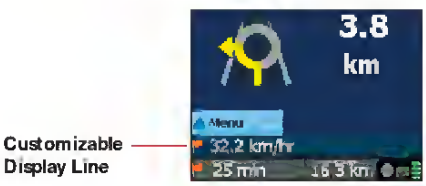
3D View - Map screen in 3D.

Trip Itinerary Screen - Basic text overview of all your upcoming screens.

Customizing the Guidance Screens

The line above the ETA in CoPilot's guidance screens can be customized. (In the Driver Safety screen there are two lines, in the Map Screen there is one.) Tap **Menu > Options > Settings > Guidance**. Use the **Custom Display** pick list to set this line to show your current road, nearest crossroad, nearest major road, nearest town, ETA, or speed. Another way to change this line is by tapping on it to toggle through the options.

Several map features can also be customized. See *Settings Menu*, p. 26 for all the available options.



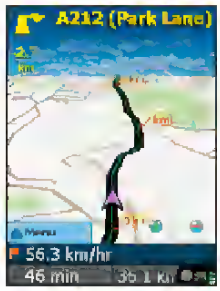
Map Modes

CoPilot gives you a choice of several different display modes for the Map Screen.

3D Perspective

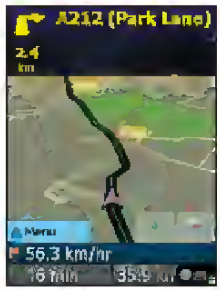
CoPilot's two-dimensional default display mode can be changed to a three-dimensional perspective based off an isometric camera angle.

The 3D map display contains distance markers to your next turn superimposed on the road.



Night Mode

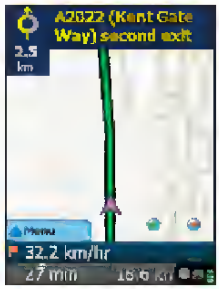
Night Mode is available in 2D or 3D. (3D perspective is shown to the right). It dims the PDA display and a darker map display is used to reduce glare and eye strain while driving with CoPilot at night. CoPilot automatically switches to Night Mode based on your location and current time. To switch modes manually use Left on the Directional Pad to toggle them.



Route Over

Route Over highlighting outlines your route in black on the map for more visibility. This option is turned on by default.

To turn the Route Over option off, tap **Menu > Options > Settings > Map**. Uncheck **Route Over**.



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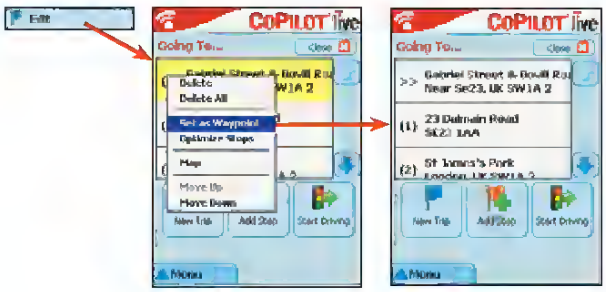
Trip Editing and Waypoints

To get to the *Going To* screen from the guidance screens at any time, tap **Menu > Trip > Edit**. From here you can edit the current trip, add additional stops, or start a new trip.

Tap any stop on your itinerary to activate a pop-up menu that lets you **delete** the stop, zoom to it on the **map**, or **move it up or down** to change the stop order. This menu also lets you designate a stop as a "waypoint" (tap **Set as Waypoint**). Waypoints are not considered as stops in the itinerary, their purpose is to guide CoPilot's route calculations along roads that you choose. To change a waypoint back to a stop, choose **Set as Stop** from the menu. Waypoints appear with ">>" instead of a stop number on the list of destinations.

CoPilot ignores waypoints when calculating the ETA and distance to the next stop, so settings waypoints can be used to get the ETA and distance to a stop that is not your next stop (see *Getting ETAs and Distances* below).



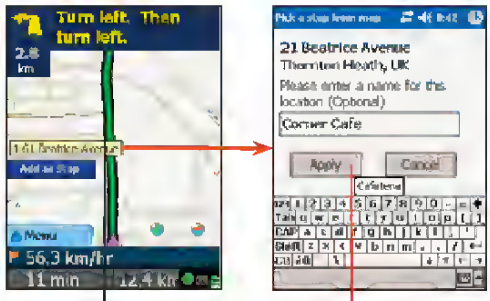
Getting ETA's and Distances

The estimated time of arrival (ETA) and distance to your next stop will always be shown in the lower left corner of the Map and Driver Safety screens. After entering a destination, tap **Start Driving** to see the ETA/distance.

If your trip has multiple stops and you want to know the ETA for a destination that is not the next stop, designate the stops between your current location and the target stop as waypoints (tap each one and choose **Set as Waypoint** in the menu that pops up).

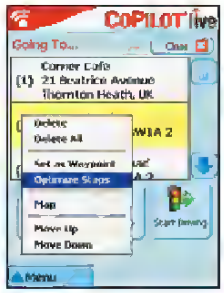
Picking Stops From the Map

CoPilot enables you to pick a stop off the map when you don't know the exact address of your destination. In any mode, tap and hold on your target location on the map. (A short tap displays street names if you're not sure where you are pointing.) In the screen that appears, enter a name for the place you picked and tap **Apply**. The new place will be added to your trip itinerary.



Optimizing Stops

To rearrange the stops on your trip in the most efficient order, tap one of the stops in the *Going To* screen. Select **Optimize Stops** from the menu that pops. You must have at least three stops to optimize — the destination always remains the same.



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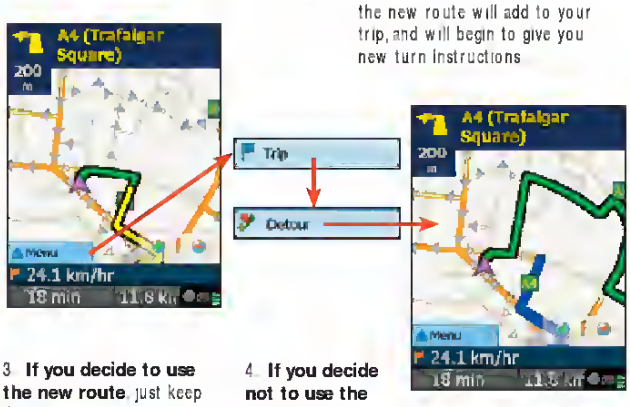
Detour Feature

CoPilot's Detour Feature allows you to preview an alternate route before deciding whether or not to take it. Perfect for situations in which traffic has suddenly slowed ahead of you, the Detour Feature will generate an alternate route and tell you exactly how much distance the new route will add to your trip. You can then make an informed decision about whether you're better off driving through the delay or taking the new route.

1. To see an alternate route, tap **Menu > Trip > Detour** to request a new route.

2. CoPilot's voice will tell you how many kilometers the new route will add to your trip, and will begin to give you new turn instructions.



3. **If you decide to use the new route**, just keep driving.

4. **If you decide not to use the new route**, tap **Menu > Trip > Cancel Detour**.

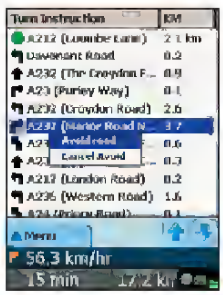
5. CoPilot will then return you to your original route.

Selective Routing

CoPilot allows you to be selective about the roads you take on your trip. There are two ways to do this: 1) you can customize your Trip Itinerary in Guidance Mode so that CoPilot will avoid certain roads; or 2) you can guide CoPilot's route by entering stops as "waypoints".

Avoiding a Road in the Trip Itinerary

1. Tap **ap > View > Itinerary**. The Itinerary lists all roads you will be traveling on if you have entered at least one destination.



2. Tap the road you want to avoid.

3. Tap **Avoid Road** from the pop-up window and CoPilot will calculate a new route that avoids that road. **This can be repeated.** If there is no other possible road or the alternate route is too impractical, a new route won't be generated.

4. **To Return to the Original Route:** You can return to the original route that CoPilot gave you at any time by tapping anywhere on the itinerary and selecting **Cancel Avoid** from the pop-up menu.

Tailoring Your Route Using Waypoints

CoPilot lets you customize a route by designating some stops as "waypoints". Waypoints appear on the Itinerary but they're not treated like stops in Guidance Mode and or in routing instructions. You can enter a waypoint along a road you want CoPilot to use, and CoPilot will guide you through the waypoint toward your destination.

To designate a place as a waypoint, enter it as a stop in the *Going To* screen. Tap and hold the location on the *Going To* list until a menu pops up, then choose **Set as Waypoint**. Waypoints appear on the *Going To* list preceded by ">>" instead of a stop number. To turn the location into a stop again, repeat and choose **Set as Stop**. You can set as many waypoints as you like on a trip; however, CoPilot will always recognize the last address in the *Going To* list as a stop.

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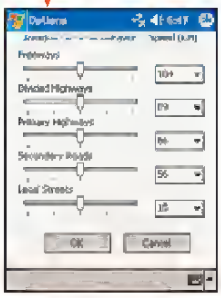
Settings Menu

Tap **Menu > Options > Settings** to change settings that affect CoPilot routing and functionality.

Routing

In the **Routing** tab, the vehicle type options are **Automobile** or **RV**. RV routes favor major roads and avoid sharp turns and U-turns wherever possible.

The **Quickest** routing type is based on the most practical route in terms of road quality, terrain, and urban/rural classifications. **Shortest** routing travels the least distance where possible while maintaining some level of practicality.



More routing options are:

Toll Road — Select **Always Avoid**, **Use if Necessary** or **No Restriction**.

Display Congestion Zone Warning — *(United Kingdom only)* Check to have CoPilot provide a warning when your trip will pass through a congestion zone (gives you the option to route around it) or when your destination is within a congestion zone (gives you the option to continue after warning).

Break every ___ hours for ___ hours — Check to have the ETA for your trip adjusted to reflect stops for breaks.

Advanced Routing Options:

Tap **Advanced**. Use the advanced routing options to completely change how CoPilot calculates routes.

Avoid/Favor: There are five levels of Avoid/Favor for each road type. Note that a road type that is heavily avoided will not be completely excluded — CoPilot will still use that road type if there is no other efficient alternative.

Speed: Change the average speed for the different road types.

NOTE: Even small changes to the avoid/favor balance and especially to road speeds will have a significant effect on how CoPilot calculates routes.

Guidance

In the **Guidance** tab, the settings under **Speak Turn Warning At** determine how often and where CoPilot will give you next turn information out loud. All, none, or some boxes can be checked. A pick list gives the options for **Just Ahead**: by default you will be alerted **5 sec/100 ft** before every turn (5 seconds or 100 feet, whichever is closest), but you can choose to have CoPilot speak to you sooner (2 - 8 seconds before each turn, or 100 feet).

The pick list under **Custom Display** give you display options for the line above the ETA in the screens. This line can display the current road, nearest crossroad, nearest major road, nearest town, ETA, or speed. **NOTE:** Defaults are set here, but you can also toggle through the options by tapping the line itself.

Check **Display Route Arrow** to have a yellow turn arrow appear on your route on the map as you approach each turn (this option is turned on by default).
Check **Amplify Speech Volume** to have CoPilot speak louder (only active if the TTS — text to speech — voice option was selected when CoPilot was installed).
Check **Display GPS Arrow Trail** to keep a trail of arrows that tracks your position as you drive on the map.

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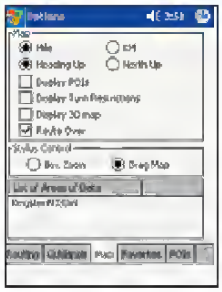

Map

Data areas that are currently downloaded to your mobile device are shown at the bottom of this screen.

Options in the **Map** tab are:

Mile — Use miles as the unit of distance.

KM — Use kilometers as the unit of distance.

Heading Up — The map display will always track your position moving upward.

North Up — The map display will always maintain north at the top as you drive.

Box Zoom — This option is selected by default. It enables you to zoom into an area on the map by drawing a box around it with the stylus.

Drag Map — Selecting **Drag Map** lets you use the stylus to drag the map in any direction to a desired location. Place the stylus on the map and move it across the screen.

Favourites

Tap the **Favourites** tab to open your **List of Favourite Addresses**.

To change the assignment of your work or home address, highlight your choice on the list and then tap either **Work** or **Home**.

To edit an address, highlight it and tap **Edit**. Then make your changes in the *Edit Address* screen and click **Next**. Note: POI's cannot be edited, you will get a "No matches found" error message if you try.

To delete a favourite, highlight it and tap **Delete One**. To delete all favourites, tap **Delete All**.

NOTE: When your favourites list is filled (50), each new address will replace the address that has been inactive for the longest period of time.

POIs

Tap **Enabled** to enable POI Alerts. CoPilot will then alert you with voice prompts to the presence of points of interest as you approach them. You can use the drop-down pick list to set how far away you'll be when you receive the alerts. In the list of POI categories select which types of POIs should be reported.

Move the slider bar at the bottom of the screen to limit alerts to POIs right on your route or to include POIs that are nearby.

Modes Menu

CoPilot has three modes of operation on the Pocket PC. Tap **Menu > Mode** to select **Guidance**, **Walking** or **Planning Mode**.

Guidance Mode

In Guidance Mode, you enter one or more destinations, then tap the **Start Driving** button to start driving and receive guidance. This mode provides you with on-screen and spoken driving directions and other information relevant to your trip, such as estimated time of arrival and distance to the next stop. To receive driving directions and other data, you must have a GPS receiver attached to your Pocket PC and the receiver must be in a good position to receive signals. Also, **Receiving** must be turned on in the **GPS** menu.

Walking Mode

Take CoPilot with you wherever you go! Walking Mode provides an as-the-crow-flies distance and direction line to your destination, directions that are perfect for walking. A GPS receiver must be attached and receiving signals.

Planning Mode

Planning Mode lets you use your Pocket PC as a pre-trip planning tool or easy-to-use reference guide. Planning Mode lets you view static maps and directions without the need for a GPS receiver.

Trip itineraries you create in Planning Mode can be saved and then loaded in any mode at a later time (generate directions, then select **Save Trip As** from the **Tools** menu).

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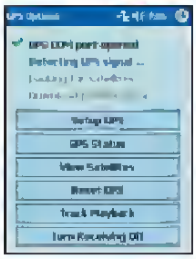
The GPS Menu

Tap **Menu > Options > GPS** to display the GPS menu.



Setup GPS — Tap **Setup GPS** to connect CoPilot to your GPS receiver through an automatic scan or by setting the COM Port and Baud Rate manually.

GPS Status — Text display of information from your GPS receiver, including your latitude/longitude, heading, speed, and elevation.

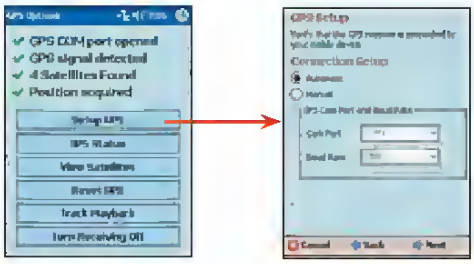
View Satellites — Graphic display of satellites detected.

Reset GPS — Allows you to reset the starting area from which the GPS receiver looks for satellites. This can speed up initial satellite acquisition if you've travelled without using CoPilot (e.g. you've taken a long plane flight).

Track Playback — Start playback of CoPilot gps track files.

Turn Receiving On/Off — Switch receiving on or off. If receiving is off, CoPilot won't provide turn instructions.

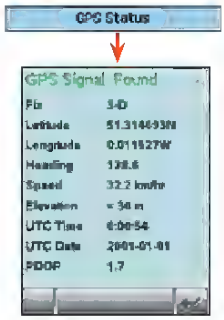
Setup GPS



Tap **Setup GPS** to have CoPilot search for your GPS receiver (your receiver must be attached). Tap **Next** to start the scan. When your receiver is located, you'll see the message "GPS connection configured successfully". Tap **Finish** to continue.

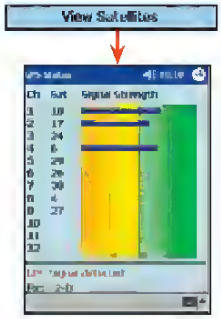
If you need to change the COM port setting, tap **Manual**, make the change, then tap **Next**.

GPS Status



To view your satellite activity at any time, first tap the **GPS Status** option. Here you will receive information on speed, lat/long position, heading, and time and date.

View Satellites



For more satellite acquisition information, tap the **View Satellites** option. To get a 3-D fix (required for CoPilot to locate your position) you must have four satellites "in the green" for several seconds.

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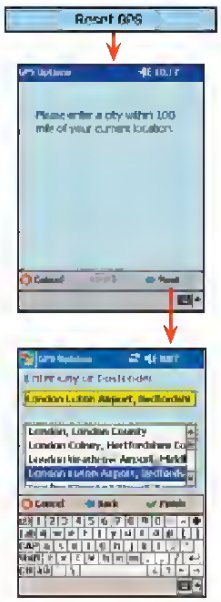
Reset GPS



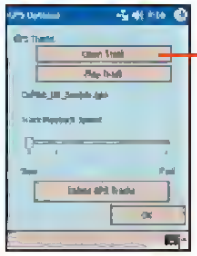
If CoPilot is having trouble acquiring a GPS fix, try tapping **Reset GPS**. You will be asked to enter a city within 100 miles of your current location.

1. Tap **Next**.
2. Type a country abbreviation.
3. Tap **Next** again.
4. In the next screen, enter a city or postal code.
5. Tap **Finish**.

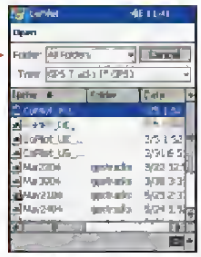
CoPilot should now be able to acquire a GPS fix on your location, and you'll see the message "GPS connection configured successfully".

If this process is not successful, see *Trouble shooting*, p. 47.

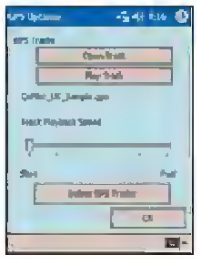
Track Playback



1. CoPilot automatically creates .gps track files as you drive, and stores them at the end of each trip. To open a GPS track, Select **Open Track** to open a Windows folder of your stored .gps files.



2. To access a track, tap once on the file you want to select.



3. Now select **Play Track** and set the **Track Playback Speed** to start track playback. You can come back to this screen to **Pause/Play** a GPS track once it starts.

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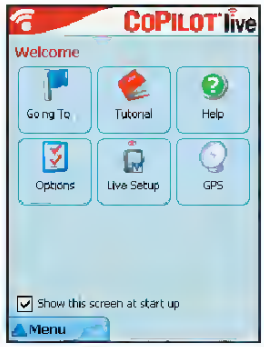
Turn Receiving On/Off

Tap **Turn Receiving Off** once if you want to turn GPS receiving off. Tap again to turn it back on. When receiving is off, CoPilot will be unable to provide driving instructions.

Reference: Screens & Toolbars in Guidance Mode on Your Pocket PC

The following is a summary guide to the screens and toolbars you will see on your Pocket PC as you operate CoPilot in Guidance Mode.

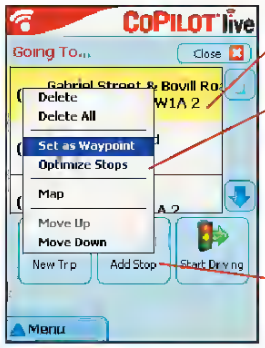
Welcome Screen



The *Welcome* screen appears when you first open CoPilot. If you don't want to see it at startup, uncheck **Show this screen at startup**. This screen can be accessed from the **Menu** at any time. *Welcome* screen options are:

- **Going To** to enter a destination and receive guidance
- **Tutorial** for first-time users
- **Help** topics about basics such as trip entry, hardware setup, and options
- **Options** to change CoPilot routing, guidance, and map options
- **Live Setup** for live communications
- **GPS** to set up your GPS and for GPS information

Going To Screen



This screen displays a scrollable list of all stops in the current trip, numbered in the order CoPilot will route to them.

Tap and hold the stylus on a stop to open a menu that lets you delete the stop, zoom to it on the map, move it up or down on the list, or make it a way-point (an unreported stop that guides your route along preferred roads). You can also optimize the stop order for a more efficient route using this menu.

Tap **Add Stop** to enter another stop in the *Going To* screen. **New Trip** to delete all stops and start a new trip, or **Start Driving** to receive guidance.

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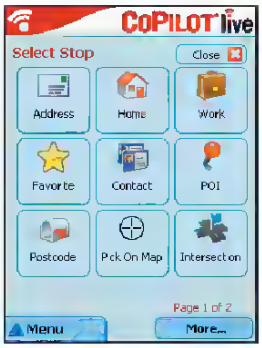
Select Stop Screen



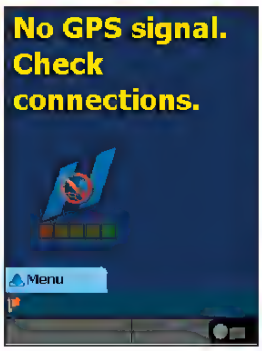
In this screen you add stops to your trip There are nine different types of stop entry to choose from:

- Enter a new **Address**
- Program or enter a **Home** address
- Program or enter a **Work** address
- Select from your **Favourite** list
- Enter an Outlook Express **Contact**
- Search for a **Point of Interest (POI)**
- Enter an address as a **Postcode**
- **Pick on Map**
- Enter an **Intersection**

More....

- Enter a **Latitude/Longitude** point
- Enter a previously **Saved Trip**

No GPS Signal



When you see this screen it means that CoPilot is not receiving data from the GPS unit

1) Check that all your connections have been made correctly, and that all wires are secure.

2) Make sure your receiver is plugged into your vehicle's power source.

3) In the drop-down *GPS* menu on your Pocket PC, be sure *Receiving* is checked

Determining Current Position

When you see this screen, CoPilot is in the process of determining where you are. This can take a few seconds. The picture under the text will indicate how close you are to acquiring a fix.

Heavy foliage, tall buildings, or any other structures obstructing communications may interfere with CoPilot's ability to track your location. Like your car radio, GPS tracking can also be affected by weather conditions if severe. CoPilot will continue tracking as soon as adequate signals are available

Driver Safety Screen

The Driver Safety Screen automatically displays when your vehicle travels at more than 10 m.p.h. If you are a passenger and want to see the map at this point, tap the top or bottom of the screen, tap the **Change View** toolbar button and then the **Map** button (see *Navigating Through CoPilot Screens*, p. 23)

Next turn instruction.

Next turn arrow and *distance to next turn*

Customizable display line, tap to cycle through your current road, nearest crossroad, nearest major road, nearest town, ETA, or speed.

ETA and *Distance to Next Stop* display

Messaging, *Traffic*, and *GPS Status* indicators (Green = 3D fix, Red = 2D fix, Yellow = no fix)

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Map Screen

Next turn directional arrow.

Distance to next turn.

Route ahead highlighted in green, *upcoming turn* marked with yellow arrow

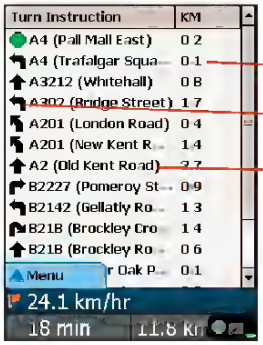
Customizable data display, tap to cycle through current road, nearest crossroad, nearest major road, nearest town, ETA, or speed.

Messaging, *Traffic*, and *GPS Status* indicators (GPS reception is good when green, fair when yellow. Red indicates no fix.)

ETA and *Distance to Next Stop* display.

Itinerary Screen

The Itinerary provides turn-by-turn driving directions. In this screen you can highlight a road to avoid and CoPilot will generate a detour around that road (see *Selective Routing*, p. 25).

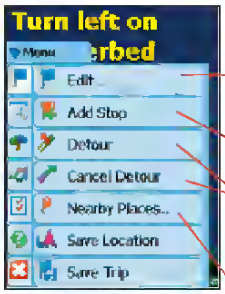


Distance between turns.

Direction of turns along your route.

Names of roads for upcoming turns.

Trip Buttons



Tap the **Menu** button and then tap **Trip** to invoke these trip editing features.

Edit... — The **Edit** button takes you back to the *Going To* screen where you can edit your trip (see p. 45).

Add Stop... — The **Add Stop** button takes you to the *Select Stop* screen (see p. xx).

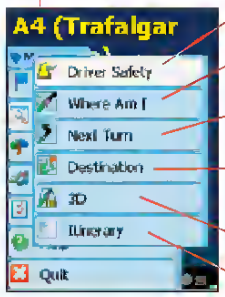
Detour and **Cancel Detour** — Use these buttons when you want to take an alternate route to avoid heavy traffic, construction, etc. up ahead (see p. xx).

Nearby Places — The **Nearby Places** button lets you do a quick Points of Interest search centered around your current location (requires a GPS fix).

Save Location — Save your current GPS location as a Favourite.

Save Trip — Save your current trip.

Switch View: To switch views, tap **Menu > View** and choose a view from the drop-down menu.



Driver Safety Screen - Text only, switches to the map below 10 m.p.h.

Where Am I - Map screen, frames a close-up view of your current position.

Next Turn - Map screen, frames your current position to the next turn.

Destination - Map screen, frames the view from your current position to your final destination.

3D View - Map screen in 3D.

Trip Itinerary Screen - Basic text overview of all your upcoming screens.

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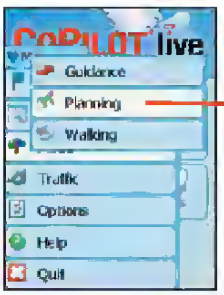
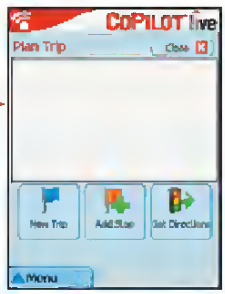
Trip Planning on Your Pocket PC

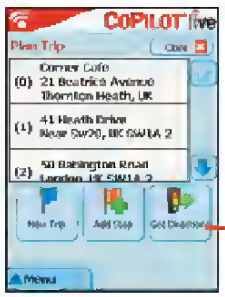
You can use CoPilot on your Pocket PC for trip planning whether or not the GPS receiver is connected and receiving data. Planning Mode allows you to run a trip on your Pocket PC even when you're not in your car. You'll get driving directions and maps that you can use for reference before your trip begins.

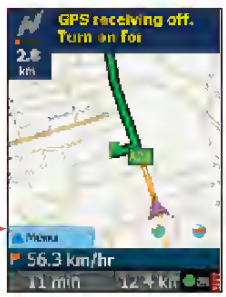




1. First turn on your Pocket PC and launch CoPilot (tap **Start** > **Programs** > **CoPilot**). Then tap **Menu** > **Mode** > **Planning**.

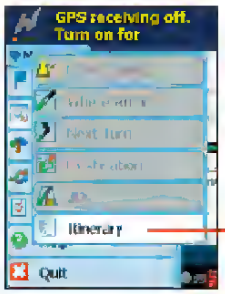
2. The *Plan Trip* screen will open. Tap **Add Stop**, then add stops to your trip as you would in Guidance Mode.





3. The first stop (0) on the Plan Trip itinerary is the starting point of your trip. Tap **Get Directions** when you have entered all your stops.

4. Now you'll see your route on the map. You can tap the zoom buttons to zoom your view in and out.

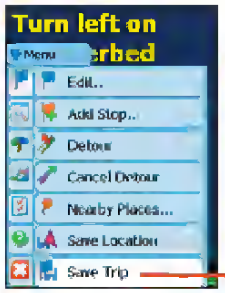


5. To see driving directions, tap **Menu** > **View** > **Itinerary**.

6. Your trip, along with the trip itinerary, can be saved and then opened later in Guidance Mode (see below).

Saving and Loading Trip Itineraries

To save a trip itinerary you put together in Planning or Guidance Mode, select **Menu** > **Trip** > **Save Trip** from the pop-up **Tools** menu. Give the trip a name and tap **Ok**. At a later time you can open the trip in Guidance Mode using the Saved Trip option in the *Select Stop* screen.



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Trip Planning on Your Desktop

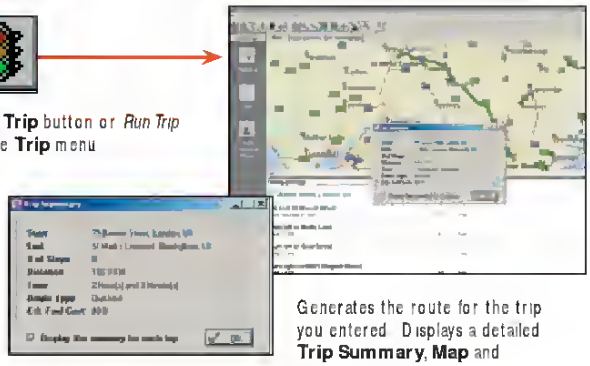
You can use CoPilot's desktop functions to map out routes and print maps and driving directions before getting on the road. Desktop trip planning is an additional feature of CoPilot that is in no way connected to using your Pocket PC for route guidance.

On the following pages you will find brief descriptions of CoPilot's desktop trip planning capabilities. For more detailed descriptions, open CoPilot Help from the desktop application (**Help** menu > **Help Contents and Search**, or click the **Help** button on the toolbar). Go to **Desktop Trip Planning** in the **Contents** tab.

To begin planning a trip on your desktop, click the **Planning** icon in the sidebar to the left of the map. Using the drop-down menus you can select from a number of planning features. Many of these features can also be accessed from the toolbar. Place your cursor on any toolbar button without clicking to see what it does.

Run Trip

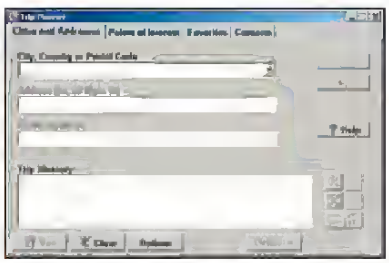
Run Trip button or *Run Trip* in the **Trip** menu.



Generates the route for the trip you entered. Displays a detailed **Trip Summary**, **Map** and **Driving Directions**.

New Trip

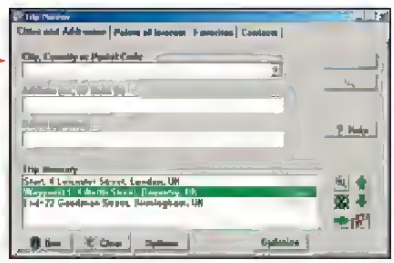
New Trip button or *New Trip* in the **File** menu.



Opens the *Trip Planner* window where you can create a new trip, arrange the order of stops on your route, add or edit **Favourites** (these can be downloaded to your Pocket PC along with map data), search for **Points of Interest**, or use your **Contacts** database to add stops to your trip. Click **Run** to receive driving directions and a map.

Edit Trip

Edit Trip button or *Edit Trip* in the **Trip** menu.



Takes you back to the *Trip Planner* window where you can edit stops on your existing trip or click **Clear** to delete all stops and begin a new trip.

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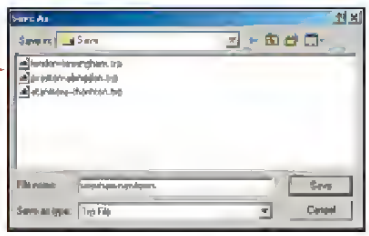
Save Trip

Save Trip button or *Save Trip .../Save Trip As...* in the **File** menu.



Opens a standard Windows dialog where you can name your trip and save it to your hard drive either before or after running it in the *Trip Planner*.

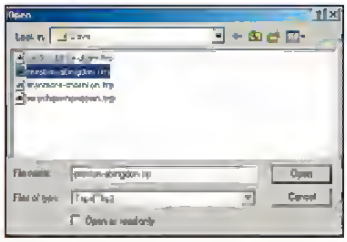
Print

Print button or *Print...* in the **File** menu.

Takes you to the standard Windows **Print** options for printing the active window that contains your map or driving directions. Activate the map or directions by clicking on it or selecting it in the **Window** menu. Select *Print TravPak...* from the **File** menu to print driving directions, an overview map, and a zoomed map of each stop.

Open Trip

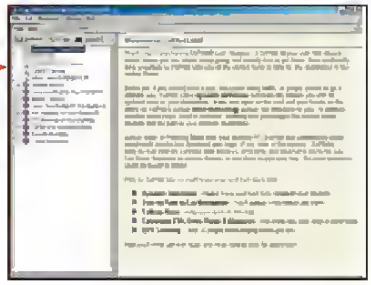
Open Trip button or *Open Trip...* in the **File** menu.



Opens a standard Windows dialog where you can select a saved trip to open in the *Trip Planner* window.

Help

Help button or *Help Contents and Search* in the **Help** menu.



Opens the CoPilot Help window with the **Contents** tab open on the left. From here you can search for help by topic use the **Index**, or **Search** for a word or phrase.

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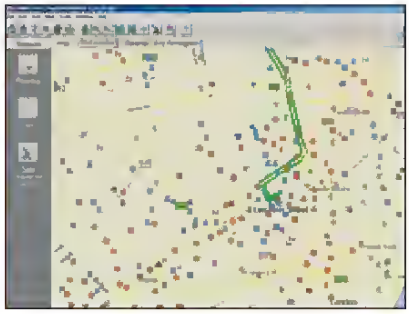
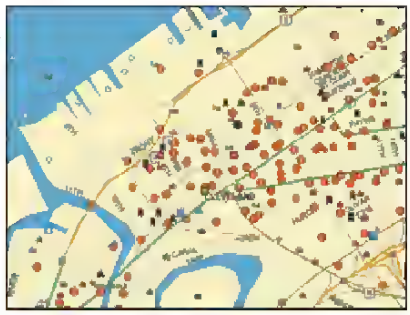
Zoom In



Zoom In button or *Zoom In* in the **Map** menu.

Each time you click this button, your view will be zoomed in by one increment. The zoom level is shown in the title bar of the map window.

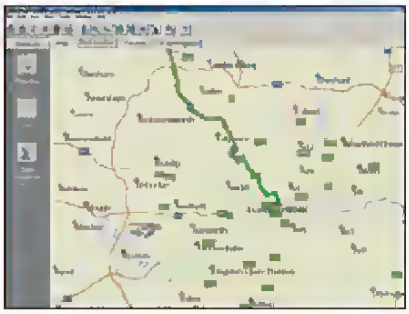
More Detail



More Detail button or *Detail* > *Show More* in the **Map** menu.

Click once to increase the level of detail you see on the map by one increment without changing the zoom level.

Zoom Out



Zoom Out button or *Zoom Out* in the **Map** menu

Each time you click this button, your view will be zoomed out by one increment. The zoom level is shown in the title bar of the map window

Less Detail

Less Detail button or *Detail* > *Show Less* in the **Map** menu

Click once to decrease the level of detail you see on the map by one increment without changing the zoom level

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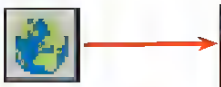
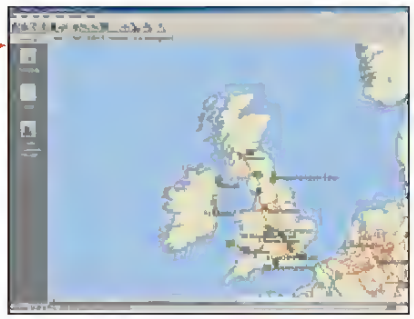
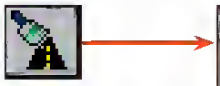
Zoom To Region





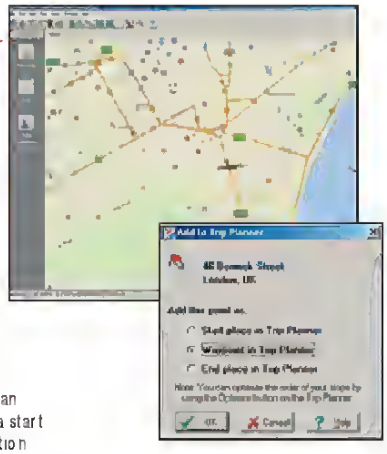
Zoom to Region button or *Zoom Region* in the **Map** menu. This function allows you to zoom your map view to a specific area. Choices in the sub-menu will depend on which CoPilot data region(s) were purchased

Refresh Map



Refresh Map button or *Refresh Map* in the **Map** menu. When scrolling through a map you may notice it takes a few seconds for all the data to catch up. This function will snap the entire screen to a new map.

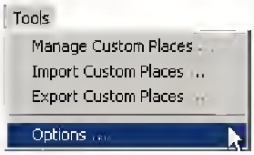
Pick Stops



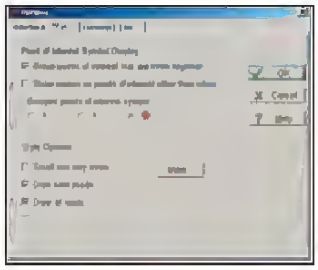
To turn on *Pick Stop* mode, click the **Pick Stops** button or right-click on the map and select *Pick Stops*. Then click on any point on the map to enter it as a stop. The map view must be zoomed in to level 11 or 12. At lower zoom levels, keep clicking on the map until level 11 is reached (level is displayed in the CoPilot window title bar).

In the dialog that opens, you can choose to enter the point as a start place, a waypoint, or a destination

Options (Tools Menu)



Select *Options* from the drop-down **Tools** menu



In this window you can change the way you view your desktop maps and various application settings. For example, in the **General** tab you can choose the measure of distance (miles vs kilometers), and the **Map** tab lets you adjust the appearance of features on the map such as roads and points of interest

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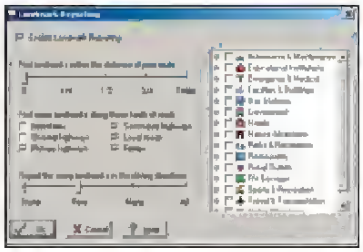
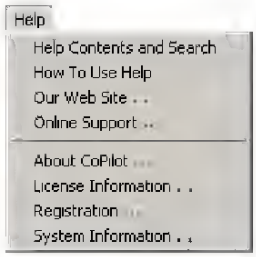
Landmark Reporting

Select *Landmark Reporting* from the drop-down **Trip** menu



In this window you can control how many Landmarks CoPilot points out when generating driving directions

Help Menu



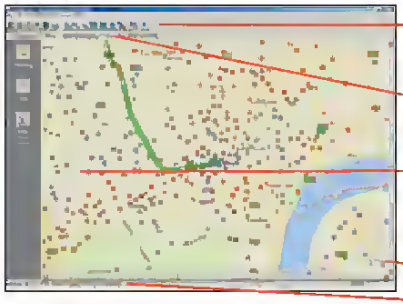
Use the drop-down **Help** menu to access CoPilot Help for assistance with all aspects of the software and to quickly access ALK's web site.

(For North America only) In this menu you will also find helpful travel links and a link to the ALK data corrections e-mail address. With street-level data changing every day, you may discover some errors. Please drop us an e-mail. With your help we will be able to improve our map data with every update.

Reference: CoPilot on Your Desktop

The following is a guide to the main screens you will see as you use CoPilot on your desktop/laptop computer for trip planning.

Map Window



Menus and toolbar buttons to access all of CoPilot's desktop features

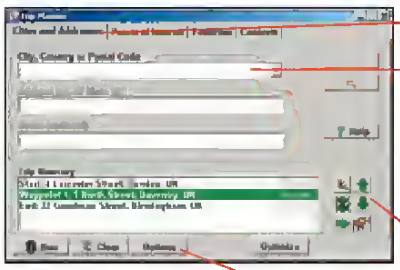
Click on a tab to frame any stop on your route.

Map of area around your destination. **Zoom in and move your cursor over a street to view its name.**

Distance Scale

Latitude/longitude position of your cursor on the map

Trip Planner Window (Cities & Addresses)



Click **Cities and Addresses**.

Enter city name/country, or postal code. Enter an address (optional), with the option to add a **Name** to it. Click the **Add Stop** button to add the stop to the Itinerary.

Move stops up or down on your *Itinerary*, zoom to stop location on the map, delete a stop, or add a favourite.

See p. 26 for routing options

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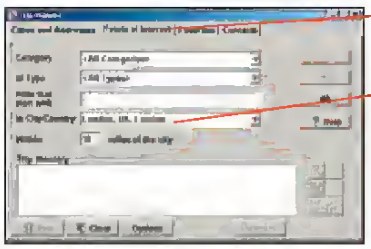
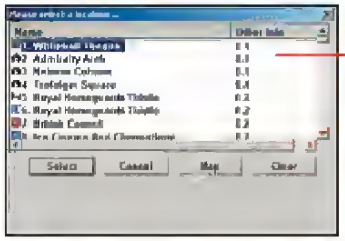
Trip Planner W indow (Points of Interest)



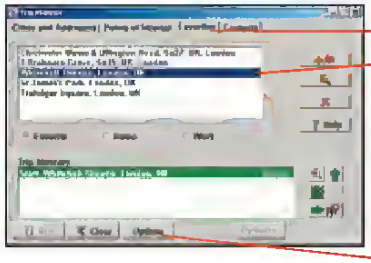
Click **Points of Interest** tab.

Enter a city or postal code in which you would like to search, a radius within which to search, choose a **category** and **type** from the drop-down menu, and **click the binoculars to search.** You can also enter a name to narrow down the search in the **POIs that start with** box.



You will be given a list of matches to your search criteria. Highlight your selection and click **Select**. Click the **Add Stop** button to add it to your Itinerary.

Trip Planner W indow (Favourites)

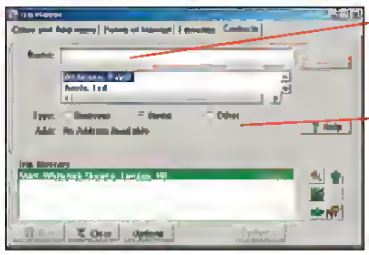


Select **Favourites** tab.

Highlight a selection from your list of places by clicking on it. You can zoom to it on the map, or *Delete* it from the list using the buttons to the right. Click the **Add Stop** button to add a favourite to your Itinerary.

See p. 26 for routing options

Trip Planner W indow (Contacts)



Enter a person's first or last name and hit <Enter>. CoPilot will search your Contacts database for matches.

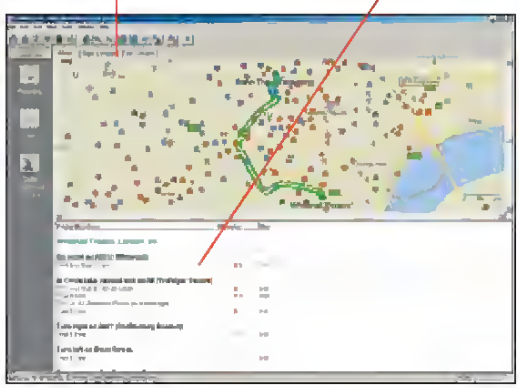
Select the Contacts address type (as defined in Outlook) to get the appropriate address, then click the **Add Stop** button to add it to your Itinerary.

W hen you click **Run** in the Trip Planner window, your route will be calculated and driving directions and a map will display. To print either one, click on it and choose **Print** from the **File** menu. To print directions plus all map views, choose **TravPak Printing**.

Driving Directions and Map (Split Screen)

Atlas, **Start** and **End** tabs will zoom to the map view of those places respectively.

Driving directions give you turn-by-turn instructions including ramps and exits, and distance and time between turns.



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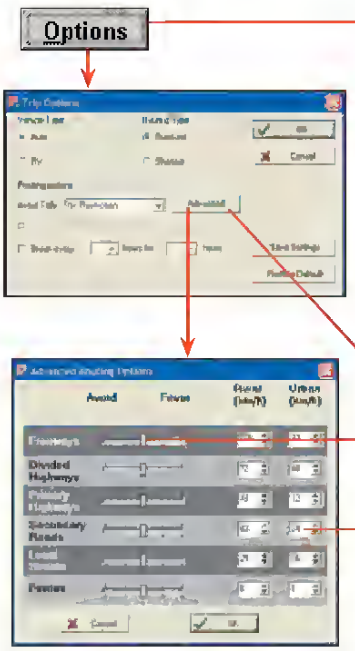
Routing Options



Click the **Options** button in the Trip Planner window to access CoPilot routing options.

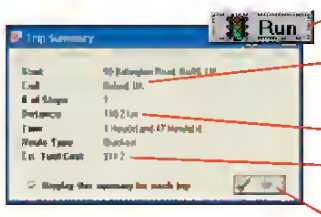
Auto and **Quickest** is the default setting, and provides the quickest routing for automobiles based on practical considerations such as road quality, terrain, and urban/ rural classifications. **RV** routing favors major roads and avoids sharp turns and U-turns where possible.

Click **Advanced** to set general road preferences.

Drag the sliding bars to the left or right to avoid or favor each road type.

Set the road speeds CoPilot uses in its route calculations for each type of road by either typing or clicking the up and down arrows under **Rural** and **Urban** for each road type.

Trip Summary



Select Run in the *Trip Planner* window to run the trip.

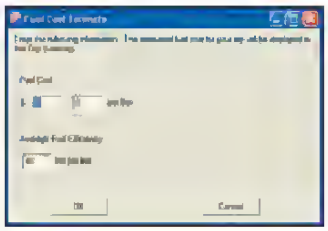
The *Trip Summary* will show start and end places, and the number of stops in between them.

Total distance and time for trip.

Estimated fuel cost for your trip based on entries in the *Fuel Cost Calculator* (**Trip** menu).

Click **OK** to view map and driving directions.

Fuel Cost Calculator



To calculate an estimate of your fuel costs for a trip select **Fuel Cost Calculator** from the **Trip** menu before you run your route. Fill in the average cost per gallon of fuel that you expect to pay, and the distance per gallon you can expect to get in your vehicle. Click **OK**, then run your trip. A fuel cost estimate based on what you entered will be calculated and shown in the Trip Summary that CoPilot creates for every trip you run.

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CoPilot Live Communications

CoPilot Live allows you to maintain two-way communication with drivers who are using CoPilot and to actually see where they are currently located. You can do this using a computer with CoPilot installed or from our CoPilot Live web page.

Using this CoPilot Live functionality requires the following:

1) **If you want to track and message other drivers:** An Internet connection on the computer you have CoPilot installed on, or access to our CoPilot Live web page through a normal web browser.
2) **If you want others to track and send messages to you:** CoPilot Live must be running on your Pocket PC in your vehicle. You must have a wireless Internet connection.

CoPilot Live Web Page

As a CoPilot user, you can create an account on our website that allows you to join the CoPilot Live Network. Then your family, friends, and coworkers can "see" you and communicate with you anywhere in the world! Through the website you can do all of the following:

1) Send text messages to CoPilot users using large, customizable, one-touch response buttons to ensure driver safety.
2) Real-time tracking of other people who are on the road. See their current location, destination, ETA and much more.
3) Send itinerary updates including new stops and revised destinations — you can coordinate changes in plans with someone who's on the road right now without forcing them to pull over and enter new information.
4) Text-to-Speech enhances safety for all of your communications — text messages and itinerary updates are spoken out loud when you send them, keeping the recipient focused on the road ahead.
5) Create an online account from where you can send temporary or permanent tracking numbers to friends and family. You can also create and join groups with other CoPilot users and manage all your account preferences.

Since you're the one who owns CoPilot, it's likely that your friends and family will be the ones logging onto the CoPilot Live web site to communicate with you. However, setting up your own account allows you to distribute tracking numbers and have tighter control of the security so you know who has access to you while you're on the road.

For more information and complete details, visit the CoPilot Live Tracking Website at: **http://live.alk.com**.

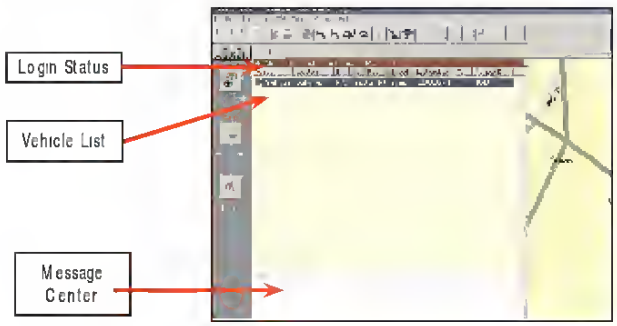
On the following pages you'll see how you can communicate with someone on the road from within CoPilot (the *Live Mode* sections) and what it's like to be the driver using CoPilot when someone else is communicating with you (the *Driving with Live* sections). To set up your Pocket PC for tracking/messaging from within CoPilot or on the web, see *Driving with Live - Pocket PC Setup*, p 43-44.

Live Mode - Overview

Although the CoPilot Live web page is the best way to communicate with people who are on the road, you can also use Live Mode from within CoPilot on your desktop as shown in the following *Live Mode* sections.

In Planning Mode click on the **Live** icon on the sidebar to the left of the map. The upper portion of the new pane that opens is the **Vehicle List**. Your connection to the CoPilot Live network is displayed above the Vehicle List. Remember that you must have an Internet connection to get onto the CoPilot Live network.

The Screen Name of the driver is displayed on the Vehicle List with columns for the vehicle's next stop, ETA, speed, location, and time of last update. To see all columns, expand the pane (place the cursor on the right edge until it becomes an arrow and drag).



Below the Vehicle List is the **Message Center**. The text of sent and received messages will appear here.

NOTE: All of CoPilot Live's communications are done in real-time. This means information is only transferred when you and the person in his vehicle are using CoPilot Live at the same time. In this sense CoPilot Live communication is similar to using a telephone — communication only occurs when both parties are on at the same time. ALK does not actively log driver's location information, nor do we use this information for any purpose other than to transfer it between authorized users.

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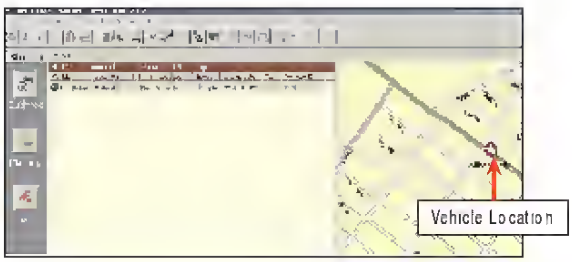
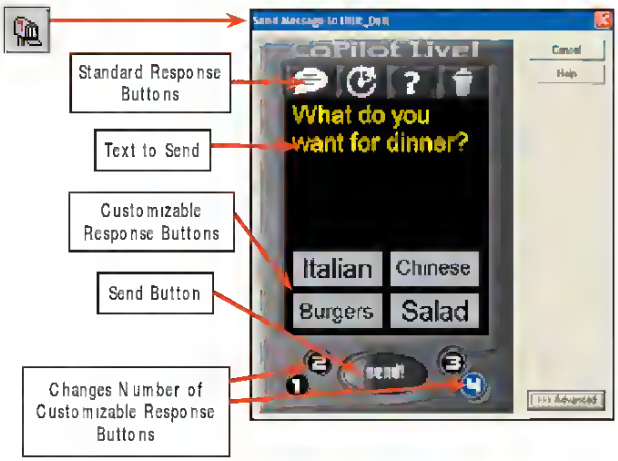
Live Mode - Automatic Vehicle Location (AVL)



In Live Mode on your desktop you can track the location of the driver. Double-clicking the vehicle in the *Vehicle List* will center the map on the driver's last reported location. The vehicle location updates at an interval specified by the driver on his Pocket PC (see *Driving with Live — Pocket PC Setup* p. 43-44) as long as both you and the driver are running CoPilot Live.

Live Mode - Send/Receive Messages

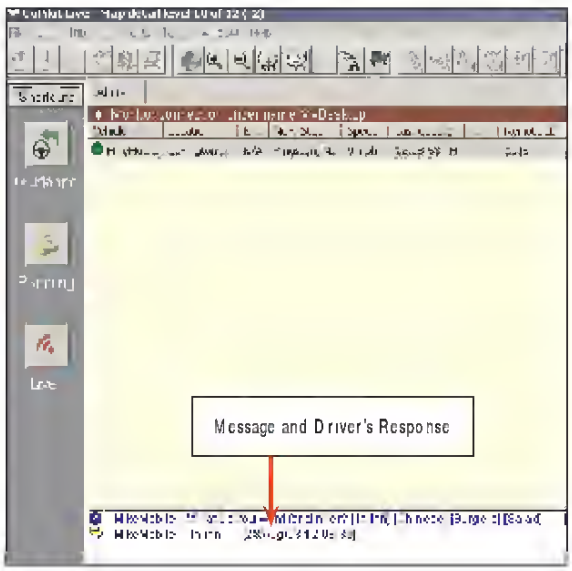
To send a message to the driver, click the **Send Message** button on the toolbar or right click on the vehicle and select **Send Message** from the pop-up window.



Click your cursor in the space just below the **Standard Response Buttons**, and begin typing. The Standard Response Buttons are included in every message and are described in detail in *Driving with Live - Receive/Respond To Messages* (p. 45). You have complete control over the **Customizable Response Buttons**:

1) Choose to display 1-4 buttons by clicking the corresponding number at the bottom of the screen.
2) Change the text of each button — the driver will see whatever text you enter and when the driver responds, the text of the button will be sent back to you.

Once you have typed your message and specified your Customizable Response Buttons, click the **Send** button to send your message to the driver. When the driver responds to your message, the response is displayed in the Message Center.



Advanced:

Clicking on the **Advanced** tab of the Send Message window will expand the view. From the Advanced view you can save frequently used message text and button layouts that you can recall for future messages.

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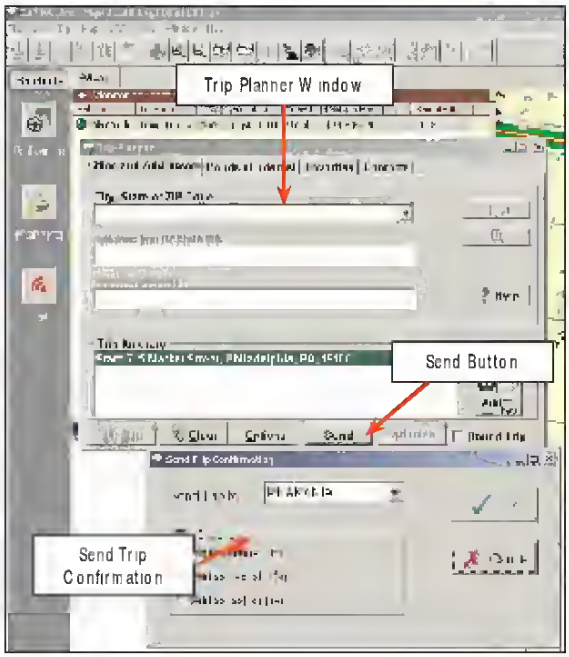
Live Mode - Send Trip Itinerary Updates

To send a Trip Itinerary Update to the driver, click the **New Trip** button on the toolbar and create a trip itinerary in the Trip Planner window just as you would in Planning Mode (see p. 34).

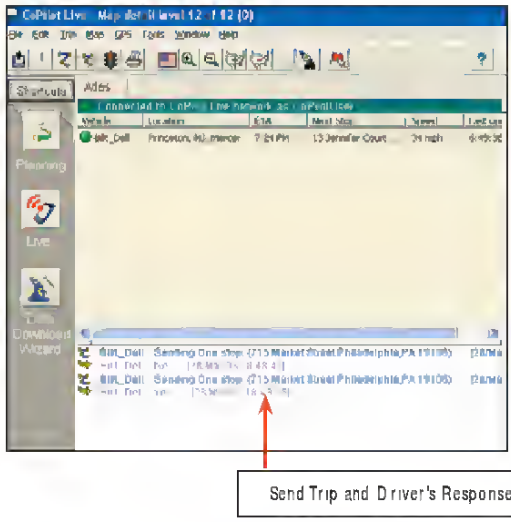
Then click the **Send** button.



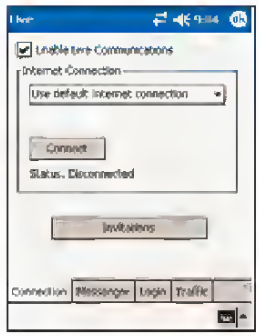
In the **Send Trip Confirmation** window you can specify whether you want the new trip itinerary to replace the driver's existing trip, add as the next stop(s) in the driver's current itinerary, or add as the last stop(s) in the driver's current itinerary. Click **OK** to send the trip itinerary.

NOTE: CoPilot Live always uses the driver's current location as the start point for giving route guidance.

When the driver responds to your trip itinerary update, the response is displayed in the Message Center.



Driving with Live - Pocket PC Setup



The previous sections have detailed how you can communicate with someone else who's on the road from within the CoPilot Live program. The following *Driving with Live* sections will describe how it looks when you're the one on the road.

To set up your Pocket PC for tracking and messaging, you (the driver) must first enable this functionality using the **Live** menu.

1. Tap **Menu > Options > Live**. Then check **Enable Live Communications** to connect to the Live Network and enable tracking.

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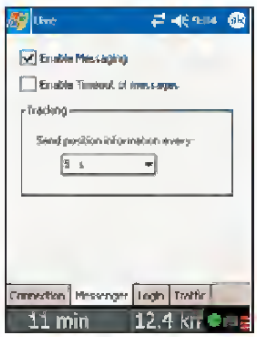

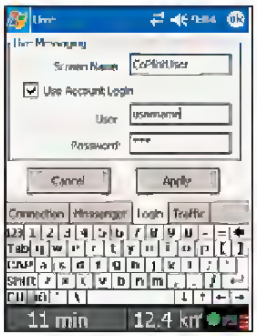

2. Tap the **Messenger** tab and check **Enable Messaging** to turn messaging on so that messages can be sent and received.

If you would like each message you receive to disappear from the screen and be placed in a queue after a certain amount of time, check **Enable Timeout of Messages**. The time it takes for a message to be queued is set in Planning Mode — go to **Menu > Options > Live**. By default, CoPilot will wait 30 seconds. See *Receive/Respond to Messages*, p. 45, for retrieval of queued messages.

In this screen you can also indicate how often your current position should be sent to the Live Network. Depending on the plan offered by your wireless data service provider, sending less data at infrequent intervals will be more cost-effective.

3. Tap on the **Login** tab to enter or change your screen name as it appears on the home/office PC or CoPilot Live Web page. Click **Apply** after making your entry.

You are now set up for messaging and tracking from within CoPilot in Live Mode. Your screen name can be changed as many times as you like.

4. **Traffic:** If real-time traffic is available, tap the **Traffic** tab to adjust settings.

Pocket PC Setup for Live Web Tracking

If you would like access to CoPilot's Live Network on the Web so that your friends, family, and co-workers can message and track you from anywhere in the world, you'll need to set up your Pocket PC for web tracking. Once you do this setup, you won't be able to return to using the CoPilot application (Live Mode) in this way, but you'll gain the additional security features and functionality provided with the CoPilot Live Network.

The setup for the web is simple. You (the driver) must first create a login account using the CoPilot Live Web login page. Once you have submitted a User Name and Password on the web, you then enter the same user name and password — once only — within the CoPilot application to complete the setup.

1. Go to the CoPilot Live Web login page at **http://live.alk.com**. Click **Create a new account**, and enter all the required information including a **User Name** and **Password**.

2. Open CoPilot on your Pocket PC. Tap the **Menu > Options > Live**. Follow steps 1-3 on p. 43-44 to enable messaging and tracking.

3. In the **Login** tab, enter a **Screen Name** that will identify you to the person on the other end for messaging and tracking.

4. Check **Use Account Login**, then enter the *same* User Name and Password you used to create your account on the web (Step 1) and click **Apply**.

You are now set up for messaging and tracking on the web. Your screen name, user name, and/or password can be changed as many times as you like. However, you'll need to change your user name or password on the Live Web page *before* changing them in CoPilot. This is *not* required for your screen name.

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Driving with Live - Receive/Respond To Messages

When you are the driver and a message is sent to you, CoPilot displays it on top of all other windows. CoPilot's text-to-speech engine will speak the text of the message out loud when the message is received.

If you tap the **Defer** button (see below) or do not respond within the time limit you set up, the message will be put in a queue and the **Message Queue** button in the lower right corner of the CoPilot guidance screen (see diagram p. 16) will turn from gray to red. You'll need to tap the Message Queue button to read the message. If other messages have been queued behind it, the messages will appear in the order they were sent.

On the top are the four **Standard Response Buttons** which appear on every message (shown below). You can also tap one of the **Customizable Response Buttons** at the bottom of the screen that the message sender has included. The text on the button is sent back.

Speak Message: CoPilot Live's text-to-speech engine speaks the text of the message.

Defer Message: Defers the message, which will reappear later. Useful when you need to concentrate on the turn instructions and the road.

More Information: Sends a response back that you need more information.

Delete Message: Deletes the message-notice of the delete is sent back.

Driving with Live - Receive Trip Itinerary Updates

When you are the driver and a Trip Itinerary Update is sent to you, CoPilot Live displays it on top of all other windows. If you have CoPilot Live's text-to-speech engine installed, you will hear the itinerary updates spoken out loud.

The four **Standard Response Buttons** appear (see previous section).

You can **Accept** or **Decline** the change to your trip itinerary. If you accept the change, CoPilot Live will automatically start giving route guidance using the new itinerary.

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About GPS Technology

The Global Positioning System (GPS), developed by the U.S. Department of Defense, is a constellation of 24 satellites that orbit the Earth twice daily. Each satellite contains an atomic clock that is accurate to the nanosecond, and constantly emitting radio waves toward Earth.

GPS sensors (hardware devices for receiving data) can receive these signals from the satellites, and using their own internal clock can calculate the amount of time it has taken for the signal to be received. GPS relies on the fact that radio waves travel at the speed of light to calculate distances, and the exact location of the sensor is figured by combining the data received from four satellites.

Using the data from these four satellites GPS is able to give you the latitude, longitude and elevation of your present location, and also your road speed and direction of travel on a route. Given the right conditions, a GPS sensor can identify your geographic position anywhere in the world within a matter of a few meters.

How CoPilot Uses GPS

CoPilot uses the GPS positional data that it receives from the hardware unit you place on your dashboard to display your current position on a map as you drive. This is called "tracking". CoPilot also uses the GPS data it receives to guide you along your planned route if you enter a destination on your Pocket PC. CoPilot guides you with audible prompts as you drive as well as on-screen directions.

Tracking will begin automatically when you have satellite reception. In order to get route guidance, you have to enter a destination on your Pocket PC. Tracking may also be used without receiving guidance instructions when you're in Navigating Mode. In this case, you'll see your trip tracked on the map on your Pocket PC as you drive, but you won't see a highlighted route on the map and you won't be given driving directions.

GPS Accuracy

The GPS signal CoPilot receives from the constellation of satellites has a rated accuracy of within 5 - 10 meters. This means that 95% of the time the reported location is within 15 - 30 feet of your exact position. CoPilot takes this location information and enhances it further by "snapping" it to our street and highway network. Occasionally, CoPilot will place you on the wrong road. If this occurs, keep driving and CoPilot will automatically correct itself and find your proper position.

At times, CoPilot's GPS tracking will be less accurate or fail to work at all because the unit is unable to receive satellite signals. Heavy foliage, tall buildings, or any other structures obstructing communications will interfere with CoPilot's ability to track your location. Like your car radio, GPS tracking can also be affected by weather conditions if severe. CoPilot will continue tracking as soon as adequate signals are available. Despite these limitations, you can expect CoPilot to provide you with useable and accurate information most of the time. CoPilot will alert you if accurate information is unavailable.

Data Corrections

The ALK map database undergoes constant revision as we strive to provide you with the highest quality product. Revisions include the addition of new roads, roadway upgrades and the addition of new streets and addresses. If you encounter missing or inaccurate map data, please contact us so that we can include it in our updates.

The single best way to convey data corrections is through the submission of your GPS tracks every time CoPilot is on it records a GPS track that contains position information that ALK uses to realign existing roads, fix one-way designations and add new roads.

To submit GPS tracks from within CoPilot:

1. Connect you Pocket PC to your desktop via Activesync.
2. Make sure you have Internet access from your desktop.
3. Open CoPilot on your desktop.
4. From the top toolbar select GPS > Submit GPS Tracks.
5. CoPilot pulls the GPS tracks from your Pocket PC and sends them to ALK electronically.

To submit GPS tracks by E-mail:

On your Pocket PC your GPS tracks (files that end with .gps) are stored in your My Documents > gpstracks folder.

- If your map data is loaded onto a storage card, your tracks are stored in the My Documents > gpstracks folder on that storage card.
- If your map data is loaded onto your device memory, your tracks are stored in the My Documents > gpstracks folder on your device.

1. Copy all GPS tracks to your desktop.
2. Send them as an email attachment to data@alk.com.

Specific Data Notes

Electronic Submission

You can use our built-in Data Corrections form to supplement any GPS tracks you submit. This form has space to make notes regarding specific problems with map data.

1. Make sure your desktop is connected to the Internet.
2. Open CoPilot on your desktop.

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3 From the top toolbar select Help > E-mail Data Corrections
4 Complete the form and click Send

Contact ALK by Mail/Fax

You also have the option to write out any data corrections and/or create a CD with GPS tracks and mail/fax them to:

North America:
ALK Technologies
Attn: Data Corrections
1000 Herrontown Road · Princeton, NJ · 08540 · USA
Fax: 609-252-8166
E-mail: data@ alk com

Europe:
ALK Technologies Limited
Suite 8, 4 Bloomsburg Square
London, W C1A 2RP · United Kingdom
Phone: +44 (0)207 404 4222
Fax: +44 (0)207 404 7778
E-mail: ukcustservice@ alk eu com

Trouble-shooting

Why can't I get a satellite reading the first time I use CoPilot?

The first time the GPS receiver is used it may take approximately 5 minutes to acquire a fix (but may take as long as 15 minutes). You can minimize this time by remaining stationary and positioning the GPS receiver so that it has a clear view of the southern sky. Once initialized, the unit should acquire satellite signals in 40 seconds or less in the future.

How can I speed up satellite acquisition?
Be sure that the GPS receiver has an unobstructed view of the sky. Trees, buildings, and other obstacles are capable of blocking the satellite signals.

In the drive screen on my Pocket PC I am receiving turn-by-turn instructions in the black box, but CoPilot is not speaking. Why is that?

CoPilot provides voice prompts each time you come up on your next turn. In order to hear these prompts you need to be sure the volume on your Pocket PC is turned all the way up. On the Pocket PC in the **Start** menu go to **Settings**, and click on **Sounds & Reminders**. Under **System volume** move the slide bar all the way to the right. Or use your Pocket PC's keypad to adjust the volume. Tap up to increase the volume, tap down to decrease it.

From within CoPilot on your Pocket PC, you can also select **Settings** in the **Options** menu, then tap the **Guidance** tab and be sure that **Amplify Speech Volume** is checked.

GPS PROBLEMS

If you are not getting a GPS signal please check the following:

1. In the **GPS** menu, make sure there is a check mark next to **Receiving**.
2. If not, tap on **Receiving** to turn it on. If you cannot place a check mark next to receiving by tapping on it, try using your Pocket PC's Reset button (located on the bottom or back of the device) while CoPilot is open and the GPS unit is connected.
3. After you hit the Reset button, open the program again and make sure **Receiving** is checked in the **GPS** menu. Your GPS unit should now acquire a satellite fix.

Also be aware that heavy foliage, tall buildings, or any other structures obstructing communications will interfere with CoPilot's ability to track your location. Like your car radio, GPS tracking can also be affected by weather conditions if severe. CoPilot will continue tracking as soon as adequate signals are available.

Using Help Files

CoPilot provides extensive Help Files, available on your desktop/laptop and your Pocket PC, to guide you through the program as you use it.

To access Help on your Pocket PC, once the CoPilot application is launched, tap the **Tools** pop-up menu at the bottom of the screen and select **Help**.

In the desktop application, click on the **Help** button in any window to open a Help topic that describes how to use that window. For example, if you're entering a stop in the *Trip Planner* window, the Help button will open at the topic *Entering Additional Stops*. From there, you can navigate through other topics, or do a search for information using the **Search** tab.

Another way to access the Help files on your desktop is through the **Help** menu. **Contents and Search** will open Help with the **Contents** tab displaying the main topics available. **Topic Search** opens the **Search** tab, where you can do a word search.

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Registered users are entitled to technical support, discounts on new versions of CoPilot, new product information, and software enhancements.
NOTE: Software activation does NOT register your software, they are two separate processes.

In North America: You can register your software at **www.alk.com** (click "Support Center") or call ALK® Technologies at **609-252-8191** (M-F, 9:00 AM-5:00 PM EST)

In Europe: Go to **www.alk.eu.com** and click "Support Center"

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After registering your software (see above), you're entitled to technical support and discounts on new versions of CoPilot. Check out ALK's web site for technical support documentation and posted answers to common questions. If the web site does not provide an answer to your question, technical support for registered users is available during standard business hours (9:00 am-5:00pm Monday-Friday). You should be at your computer and have your **Product Key Code** available when you contact us (your Product Key Code can be found on the front cover of the printed *Quick Start* that came with the product).

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North America - Web: www.alk.com, E-mail: cpsupport@alk.com,
Fax: 609-252-8166, Phone: 888-872-8768

Europe - Web: www.alk.eu.com, E-mail: uksupport@alk.eu.com,
Postal: Suite 8, 4 Bloomsbury Square, London W C1A 2RP, UK
Phone: +44 (0)207 404 4222

Australia - Web: www.travroute.com.au/support.html,
E-mail: support@travroute.com.au, Phone: 03-9855-1498

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We know you'll love our products. If, however, you are not satisfied with any CoPilot product you purchase directly from ALK, you may return it within 30 days for a refund of the price paid (excludes shipping and handling).

For your return to be accepted:

- You must have purchased directly from ALK. ALK products purchased at retail locations are only refundable through the retailer under the retailer's terms and conditions. You will have to contact the individual retailer for their specific terms and conditions.
- The postmark date on the package must be within 30 days of the original product ship date.
- If your product contains software, and you have activated the software, you must first deactivate the software and provide to ALK the deactivation code (you must activate our software to use it for more than a few days' time).

If your product contains a GPS receiver and it is scratched or otherwise determined to be non-saleable by ALK, we will deduct a $50 usage fee from the refund amount.

To return your product, please follow the instructions below:

1. Fill out the return slip that came with your product or create your own return slip that includes the following information: your name, address, phone number, date of purchase, e-mail address, reason for return, and (if applicable) your deactivation code.

2. Repackage your entire product (CDs, GPS receiver, etc.) and include the return slip inside the package.

3. Send the package to:

In North America	In Europe
ALK Technologies	**ALK Technologies Limited**
Attn: CoPilot Returns	**Suite 8, 4 Bloomsburg Square**
1000 Herrontown Road	**London, W C1A 2RP**
Princeton, NJ 08540, USA	**United Kingdom**

For your protection, please use UPS, FedEx, or Insured Parcel Post for shipment of returned products. ALK is not responsible for loss or damage during shipping.

Your refund will appear on your credit card statement within 4-6 weeks after ALK's receipt of the returned product.

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